**Supervised Visitation Network Board of Directors**

**Board Member - Role Description and Accountabilities**

# Responsibility

Key areas of responsibility are to provide foresight, insight and oversight of the greater operations of the Supervised Visitation Network (SVN). The Board of Directors is the legal authority for the Supervised Visitation Network. As a member of the board, a director acts in a position of trust for the membership and is responsible for the effective governance of the organization.

**Key Requirements:**

* Elected Directors serve for a term of three (3) years and may serve no more than two (2) consecutive terms.
* Elected Directors serve with no compensation and at their own expense, however compensation or expense reimbursement of a Director may be authorized for unusual and exceptional services to the network.
* Directors are required to attend web-based board meetings, as well as the in-person board meeting held in conjunction with the Annual SVN conference, and the Annual General Meeting which is held virtually in October. Directors will make every effort to attend board meetings and a Director may be removed from office after three (3) missed meetings.
* Directors commit to serving on at least one (1) committee and can volunteer or be asked to chair or co-chair a committee.

**Key accountabilities:**

1. Advancing mission through organizational planning and development.
2. People management.
3. Ensuring resources for a sustainable future.
4. Provide governance and oversight of organizational operations.

# Detailed Responsibilities and Accountabilities

1. **Advancing mission through organizational planning and development**
* Determine and keep focused on mission, vision and values of the organization.
* Ask questions in order to ensure clarity on mission, services, policies and procedures and finances.
* Put the interests of the organization above personal interests and ensure all activities and transactions are advancing the mission of SVN.
* Recognize and report all conflicts of interest.
* Act as an ambassador for the organization, promoting the mission, goals and accomplishments to the membership and the public.
* Participate in the development of SVN’s organizational plan and annual review.
* Share knowledge and skills in one or more area of board governance and organizational development; policy, finance, programs, personnel and advocacy.
* Willing to serve on and chair committees.
* Regularly attend web-based board meetings.
* Regularly attend (and schedule as chair) meetings of assigned committees.
* Prepares for all meetings by reading materials and completing assignments and committee updates.
* Be creative and innovative in organizational planning and development.
1. **People Management.**
* Participates in the recruitment, performance management, compensation and employee benefit package reviews and provides ongoing support for the Executive Director.
* Assists the board in the development and monitoring of a comprehensive job description for the Executive Director that is clear on accountabilities and expected outcomes.
* Authorize the Executive Director’s exclusive responsibility to select and supervise any organizational staff.
* Regularly review results achieved in pursuit of work plan goals and contribute to formal performance reviews of the Executive Director.
* Make certain adequate human resources are available by establishing and monitoring policies for the Executive Director.
1. **Ensuring resources for a sustainable future.**
* Ensures financial resources can meet current and future needs.
* Ensures prudent use of all assets, including capital and people.
* Ensures all financial transactions are advancing the mission of SVN.
* Takes fiduciary accountability for organizational operations.
* Review and approve annual budgets.
* Donate a personally meaningful financial gift to SVN each year to set a collective example and an individual commitment to the mission of SVN.
* Take a proactive role to help develop, monitor and guide fundraising initiatives.
* Ensure that programs and services are quality, cost-effective and that they advance the mission of SVN.
1. **Provide governance and oversight of organizational operations.**
* Fulfillment of the mission of SVN and the legal/fiduciary accountability for its operations.
* Delegate authority for daily operations to the Executive Director.
* Build a respectful and cooperative working relationship with board members and staff members and contribute to effective decision making.
* Accept and support all board decisions and do not speak or act on behalf of the board unless authorized to do so.
* Provide oversight, not micro-managing in specific management, personnel or program issues.
* Maintain the division of responsibilities between the staff and the board.
* Assess that board members are actively engaged in the work of the board and feel valued and fulfilled by their board service.
* Assure that meetings, committees and communication systems run smoothly and that the board has the appropriate information to make sound decisions.
* Regularly assess the performance of the board and recruit and train board members who can contribute to the goals and mission of SVN.
* Conduct the business of SVN in compliance with the SVN bylaws.
* Approve and monitor all board policies and bylaws.
* Review the bylaws and policy manuals, approve changes and prepare necessary amendments.
* Establish and oversee all legal responsibilities pertaining to internal control structure, conflict of interest policy statements, liability protection, auditor selection process, investments and cash management practices, procurement and contract practices and financial accounting.
* Assist in developing positive relations among the board, committees, staff members and the community to enhance SVN.