



Board Approved June 11, 2019

The Guild for Human Services, Inc. Board Officers' Responsibilities

Board Chair

The Board Chair helps to sustain the work of The Guild by providing governance, leadership and fundraising support. Key responsibilities include the following:

Leadership, governance, and oversight

- Serve as a trusted advisor to the CEO.
- Develop and manage relationships with donors, partners, and other stakeholders.
- As a Board member, approve The Guild's annual budget, audit reports, and material business decisions; being informed of, and meeting all legal and fiduciary responsibilities.
- Ensure the Board completes an annual performance evaluation of the CEO.
- Oversee Board self-assessment and individual Board member self-assessment.
- Actively recruit new Board members.
- Plan, preside over, and facilitate Board meetings.
- Oversee the search for a new CEO when needed.
- Act as an ambassador for the organization.
- Ensure The Guild's commitment to a diverse Board and staff that reflects the communities the organization serves.

Fundraising

- In collaboration with the CEO, generate additional annual revenue to foster The Guild's overall financial health.
- Personally treat The Guild as a top philanthropic priority reflected in an annual gift.
- Ensure that 100 percent of Guild Board members make an annual contribution that is commensurate with their capacity.
- Identify, cultivate, and solicit major individual donors, corporate, and/or foundation gifts.

Qualifications

- Extensive professional experience with significant executive leadership accomplishments in a business or non-profit organization.
- Demonstrated success as a nonprofit Board member or Board Chair.
- A commitment to active involvement in Guild philanthropic effects, including a willingness to meet with and expand members of the donor list.
- A commitment to and understanding of The Guild's beneficiaries and mission preferably based on experience.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and convening, facilitating, and building consensus among diverse individuals.
- Personal qualities of integrity, credibility, and a passion for improving the lives of Guild students and adults.

In the event that the Chair is unable to perform in that role for any reason, the Board will consider potential candidates from their own members and will vote for a temporary replacement to finish the Chair's term. The replacement must be a qualified Board of Trustee in good standing who is willing to serve and who receives a majority vote from the Board of Trustees. The greater Board will address the nomination and election of a complete slate of officers at the subsequent October annual meeting.

At any time that The Guild Board of Trustees reaches 8 members or more, the Board has the authority, with a simple majority vote, to restructure the Board Officers and include a Vice Chair. Should the Board Officers include a Vice Chair, the Vice Chair shall assume the role of Board Chair without a vote in the event the Chair is unable to perform those duties.

Board Treasurer

The Guild Treasurer provides oversight of Guild finances and performance.

Key Responsibilities:

- Lead The Guild's Finance Committee; Chair monthly Committee meetings.
- Help provide oversight to Guild finances, review monthly results vs. plan.
- Work collaboratively with Finance Committee members to prepare the annual budget.

Meet annually with The Guild's external auditor; provide oversight to the audit process as a member of the Finance Committee.

- Help oversee The Guild's investment portfolio.
- Make recommendations to The Guild Board on asset allocation, rebalancing, and other matters pertaining to the investment portfolio.
- Review The Guild Investment Policy annually with members of the Finance Committee; make any recommended changes to The Guild Board.
- Review the performance of The Guild's investment advisor periodically with members of the Finance Committee; make any recommended changes to the full Board.

Board Clerk

The Guild Clerk fosters communication and diligence through proper management and utilization of important records such as meeting minutes and the bylaws.

Key Responsibilities:

- Review final minutes of each Board meeting, and distribute minutes to The Guild Board Chair and CEO for comment; minutes are then distributed to the full Board by the CEO, and voted upon at the next Board meeting.
- Maintain Guild Board member job descriptions, and review annually with the Board Chair.
- Keep the Board Chair well informed as individual Board members approach the end of their terms to ensure a minimum number of Trustees are maintained.
- Annually review Guild bylaws and make any recommended changes to the full Board.
- Maintain all Board records and ensure their accuracy.