



Last reviewed by Board on October 23, 2019

The Guild for Human Services, Inc. Board Trustees' Roles and Responsibilities

INTRODUCTION

Conceptualized in 1945 and incorporated in 1952, The Guild for Human Services is a 501(c)(3) nonprofit organization with the mission to educate, encourage, and empower individuals with intellectual disabilities so they may achieve their full potential to lead high quality lives and participate meaningfully in society.

With a reputation of excellence, The Guild serves individuals who have a primary diagnosis of mild to severe intellectual disability with concomitant diagnoses of visual impairments, emotional and behavioral disorders, hearing impairments, communication disorders, pervasive mental health needs, autism, seizure disorders, traumatic brain injury, genetic syndromes, varied neurological impairments, and significant mental health needs.

THE GUILD'S PROGRAMS

The Guild School: Located in Concord Massachusetts, The Guild School is a licensed special education school that educates up to 85 students diagnosed with intellectual disability and an array of co-occurring disorders. The highly individualized curricula of The Guild School includes traditional academic disciplines as well as community-based activities, social skills, therapeutic interventions, functional academics, personal growth and development, and transitional skills. A multidisciplinary team works with students at school and in the community, and includes leading professionals from the fields of special education, speech pathology, occupational therapy, vocational services, mental health treatment, nutrition, nursing, psychiatry, and applied behavior analysis.

Youth Residential Program: Located in Waltham, Watertown, and Billerica, The Guild's Youth Residential Program supports up to 65 youth who attend The Guild School within eight community-based residences. Each residence is designed to provide students with the necessary structure and supports to realize their full potential. Guild residences advance students' personalized efforts to acquire the skills and behaviors necessary to live at their highest level of independence and participate in community. All Guild residences have a high staff-to-student ratio and receive 24/7 on-call medical support.

Adult Residential Program: Established in 2014, The Guild's Adult Residential program operates eleven community-based homes in northeastern Massachusetts for 55 young adults placed by the Massachusetts Department of Developmental Services. Each home assists five individuals with staffing based on the unique needs of the group, including clinical and nursing supports. The Program focuses on social inclusion, quality of life, and maximizing independence. Individual Support Plans guide service delivery to ensure each individual has the autonomy to choose how to live a high quality of life as part of their community.

THE BOARD OF TRUSTEES

The Board of Trustees (BOT) is responsible for governing The Guild for Human Services with respect to the By Laws of the corporation. New Board members receive a copy of the By Laws.

The BOT has three fiduciary duties as mandated in state and common law:

- **Duty of Care:** Board members give the same care and concern to board responsibilities as any prudent person would. They should be participating actively in board meetings and committees, and working actively with other board members to advance The Guild's mission and goals as they relate to the population served. BOT members should understand the agency's finances and strategic plan.
- **Duty of Loyalty:** Board members must place interests of the Guild ahead of their own. Board service is not to be used for personal or commercial gain.
- **Duty of Obedience:** Board members must ensure that the Guild is abiding by all applicable laws and regulations of the state of Massachusetts. BOT members must carry out The Guild's mission in accordance with the purpose stated in getting qualified as a nonprofit organization.

Board Members

A maximum of eleven Board positions is allowed. Each board member is elected for three years, renewable twice for a nine year limit. Board members are responsible for the following:

- Remain well-informed about The Guild's mission, services and current developments.
- Make decisions as a fiduciary of The Guild regardless of special interests or personal, demographic or geographic constituency.
- Be thoughtful and objective in all Guild-related discussions and decisions.
- Attend at least three of the five board meetings throughout the year, preferably all five, and attend the Annual Meeting of the Board.
- Participate in at least one board committee.
- Participate in and support The Guild's fundraising events.
- Visit or participate in some aspect of a Guild program at least once each calendar year.
- Know our population: Consider having a meal at one of our pot luck dinners.
- Generate donations (beginning in Fiscal year 2019) in the form of direct donations and indirect donations, including but not limited to the following:
 - Help The Guild develop connections with individuals and businesses who can assist the agency financially and with gifts in kind.
 - Direct personal donations to The Guild or to individuals participating in fund raising events for The Guild.
 - Provide gifts in kind, such as discounted or no cost services, donations of needed supplies or equipment.
 - Board members can discuss special circumstances with the President of the Board and the CEO.

- Interview, orient, and mentor new board members when asked.

Board Officers

Officer of the Board positions are for one year renewable terms.

- President
- Vice President (optional)
- Treasurer
- Clerk

Proposed Board Members

Nominations of board members should be forwarded to the Vice President or President of the Board until the BOT is large enough to support a Governance Committee. Then the Governance Committee will be appointed by the President and approved by the Board, as in the By Laws.

Once a board member is voted to the board he or she will be assigned a mentor to orient and guide him or her through the initial months of board work.

Although new board members typically are voted onto the board at the Annual Meeting, nominations of new board members can be brought to the Board for a vote throughout the year at the discretion of the Board or the Governance Committee, once created.

Emeritus Board Members

This role is reserved for retired board members who wish to stay involved with The Guild.

Emeritus board members may do the following:

- Receive board minutes.
- Participate in meetings when they are needed and are able.
- Consult with current board members on topics in which they have expertise.
- Continue to support The Guild through donations, and, when possible, attendance at Guild events.
- Emeritus members may not vote.

THE GUILD BOARD MEMBER ACKNOWLEDGEMENT OF RESPONSIBILITIES

By accepting my election to the Board of Trustees of The Guild for Human Services, I accept the responsibilities outlined in this document. I will comply, to the best of my ability, with the By-Laws, the Conflict of Interest Policy, and the Nondiscrimination and Confidentiality Statements, and other Guild policies.

Trustee's signature

Date

Trustee's printed name