



DMC Board of Directors Responsibilities and Duties

Responsibilities of the Board of Directors:

- Establish general policy governing the activities of DMC and adhere to the policies with backup strategies in times of crisis.
- Select, evaluate and reward the Executive Director, while providing real time updates, changes and credible communication to fully support this position through leadership and guidance.
- Revisit full Board evaluation of efficiency, productivity, accountability, leadership capabilities, commitment, and proactive change initiative leadership as the needs of DMC evolve and grow.
- Make changes to the Board where areas are lacking in support in order to cover all areas of the health of DMC's operations.
- Transparent, clear communication and status updates on all activities which affect the organizational infrastructure, financial security, staff safety and organization's reputation management.
- Raise funds to finance DMC and its programs and evaluate progress quarterly to adhere to new developments within said programs by consulting with the Executive Director's gathering of assessments with the rest of the Leadership Team.
- Monitor the finances of DMC and plan 15 months ahead to have a safety net for other programs to stay in service. Evaluate the effectiveness of financing being pursued and where they will add the most value and benefit to DMC as an organization.
- Address major organizational issues within DMC and acknowledge the infrastructure, the capacity of the staff's accommodation of new programs to properly support the external community by evaluating internal foundation.
- Provide input, approve and update a long-range (strategic) direction for DMC and evaluate its progress
- Select and support DMC's Board officers through a thorough interviewing process to ensure that leadership meets the growing demands of DMC as an organization and strategically selecting skillsets to accommodate the active committees.
- Evaluate Board effectiveness and provide for self-perpetuation of the Board
- Ensure ethical and legal conduct by all officers and employees. This includes but is not limited to behavior as enforced by human resources, changing laws and governance in labor relations, and policies/procedures which need revisiting for:
 - Diversity, equity, and inclusion
 - Effective transparent communication with clarity provided for every course of leadership purpose, action and change.
 - Awareness of all updated safety procedures and protocol; employee handbook, crisis communications plan and tactics, and standard operating procedure manuals in order to properly guide and direct DMC as an organization.
- Demonstrate care and loyalty (no conflicts of interest) and exercise good business judgment.
- Prepare supporting materials for any new change in direction, providing proper explanation and reasoning via reports to reinforce actions.
- To serve individually and corporately as public and political advocates for the mission and the activities of DMC



Responsibilities of individual Board Members:

- To act as a voting member of the Board with full authority and responsibility to develop Board policies and goals for the organization.
- To monitor the organization's financial health, programs and overall performance.
- To be active and involved in fundraising
- Question deadlines being met with active evaluation and responsibility for realistic decision-making in order to not hinder operations of DMC as an organization.
- Be authentic with your word. If you promise deliverables by a certain date, honor those dates. If there is a problem, communicate this to the President of the Board and to the Executive Director in order for alternative actions and accommodation of duties to be reorganized.
- Be mindful and aware that Board actions have a ripple-effect in leadership which impact the organization and team of staff.

Duties of Individual Board Members:

- Attend all regularly scheduled Board and committee meetings and activities such as special events and Board retreats or workshops.
- Notify the Board President and Executive Director if you are unable to attend a meeting or event.
- Come to Board meetings well-prepared and well-informed about issues on the agenda.
- Contribute to meetings by expressing your point of view and speak up about pending issues which need attention that are relevant to the meeting agenda. If new insights or issues arise and this is not on the Board Meeting agenda, speak with the President about imperative deadlines or pressing matters which need the entire Board of Directors' attention before the next scheduled meeting.
- Consider other points of view, make constructive suggestions and help the Board make decisions that benefit those served by DMC.
- Serve on at least one committee and provide updates on committee progress and/or challenges faced.
- Involve the Board member's own network of contacts as a possible sponsors, donors or in-kind provider of services or products which enhance, expand and grow DMC's outreach and capacity to serve the community better.
- Introduce team members to other individuals who are willing to become involved as donors or corporate sponsors.
- Represent DMC to individuals, the public, and other organizations, creating gateways for service to consumers, collaboration for organizational opportunity outreach and partnership.
- Assume Board leadership roles when asked. Provide comprehensive feedback for your capacity within said roles, including any limitations, strengths and opportunities.
- Be constantly alert for opportunities to further the mission and goals of DMC which align with current needs of the aging and disability community, as well as the capacity of the team of staff.