



Board Job Description

The board supports the work of the Big Sister League of San Diego and provides mission-based leadership and strategic governance. While day-to-day operations are led by the Executive Director, the Board-Executive Director relationship is a partnership, and the appropriate involvement of the board is both critical and expected. Specific board member responsibilities include:

Leadership and Governance

- Review organization's goals, outcomes, and impact on a regular basis
- Review of and adherence to governance policies and procedures
- Approve annual budget, audit reports and business decisions
- Review information that verifies BSL is meeting all legal and fiduciary responsibilities
- Conduct annual performance evaluations of the Executive Director
- Conduct annual self-evaluation of the board
- Participate in board development by recommending board prospects
- Serve on a board committee
- Represent BSL to the public

Fundraising

- Connect BSL to professional and personal networks
- Support fundraising events
- Participate in donor stewardship activities
- Make BSL a philanthropic priority while on the board

Board Terms of Service

- A Director shall serve for a term of two (2) years from the date of installation and may continue to serve thereafter for additional one-year terms if approved by the Board of Directors.

What does the BSL Board do?

- Envisions the future of the organization
- Ensures compliance and legal requirements are met
- Engages in bringing resources to the organization
- Elevates the vision and mission of the organization with personal and professional networks

Board of Directors Expectations

- Read the by-laws and understand the organization, history, mission, services, and programs.
- Meetings: Third Tuesday every month and special meetings as required. Three unexcused absences in a 12-month period require a review. Committee members are expected to be



present at all task team meetings, and guide volunteers on behalf of the BOD. An Annual retreat is typically held once a year for a full day.

- Events: Directors are expected to attend, promote sales, and solicit funds for BSL housing through special events, fundraisers, or seek in-kind services and goods for them.
- Stewardship: Per the by-laws, directors conduct BSL business, promote the mission, budget, and secure the fiduciary resources, and vote on officers of the corporation.
- Interpret the work of the League in the community and act in the best interest of the corporation.
- Provide prospective donor and supporter names to the database. Each member is expected to make, at a minimum, an annual contribution to BSL.
- Recruit and nominate potential board members.
- Work with Executive Director on all BSL objectives and avoid conflicts of interest.
- Provide the Executive Director with a performance review semi-annually.
- Assess the performance of the Board of Directors.