



Board Expectations

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. Service on the Big Sister League Board of Directors is without remuneration, except for any travel or administrative support costs in relation to Board Members' duties. 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

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

Responsibilities of Individual Board Members

- Know the organization's mission, vision, policies, programs, and needs
- Give personal financial donation annually
- Read and understand the organization's financial statements
- Attend and participate in Board meetings
- Participate in one or more committees
- Serve as active advocates for the organization



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 the 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.