



The Priority Center
Ending the Generational Cycle of Trauma

BOARD MISSION STATEMENT

Develop The Priority Center into the most effective and efficient provider of prevention services to end the generational cycle of trauma.

BOARD DUTIES AND RESPONSIBILITIES

The Board of Directors for The Prevention Center is charged with legal and moral responsibility for all of the Center's activities. The Board's responsibilities are:

1. Support the organization's mission and purposes
Statement of mission and purposes should articulate the organization's goals, means, and primary constituents served. It is the Board of Director's responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual Board Member should fully understand and support it.
2. Select the Chief Executive
The Board must reach consensus on the Chief Executive's job description and undertake a careful search process to find the most qualified individual for the position.
3. Support the Chief Executive and Assess His or Her Performance
The Board should ensure that the Chief Executive has the moral and professional support he or she needs to further the goals of the organization. The Executive Committee is responsible for providing an annual evaluation of the Chief Executive's performance.
4. Ensure Adequate Resources
One of the Board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The Board should work in partnership with the Chief Executive and development staff to raise funds from the community.
5. Ensure Effective Organizational Planning
As stewards of an organization, the Board must actively participate with the staff in an overall planning process and assist in implementing the plan's goals.
6. Increase Visibility
The Board Members are ambassadors of goodwill for The Priority Center, therefore bringing awareness of the Center's mission, services, and the reality of child abuse to the public.
7. Manage Resources Effectively
The Board, in order to remain accountable to its donors, the public, and to safeguard its tax-exempt status, must assist in developing the annual budget and ensure that proper financial controls are in place.



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BOARD DUTIES AND RESPONSIBILITIES

- ☐ Keep confidential information confidential.
- ☐ Approach all Board issues with an open mind, prepared to make the best decision for the whole organization.
- ☐ Never exercise authority as a Board Member except when acting in a meeting with the full Board or as a delegate of the Board.
- ☐ Avoid outside interests that may conflict with Board and Board Committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open donors in the community, evaluate oneself.

PERSONAL CHARACTERISTICS TO CONSIDER

- ☐ Willingness to prepare for and attend Board and Board Committee meetings, ask question, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open donors in the community evaluate oneself.
- ☐ Develop certain skills if you do not already possess them, such as: cultivate and solicit funds, recruit new Board Members and other volunteers, read and understand financial statements, learn more about the substantive program area of the Center.

THE RESPONSIBILITY OF AN INDIVIDUAL BOARD MEMBER

- ☐ Attend at least 80% of all Board meetings. Attend the Center's major fundraising functions and contribute to annual Gala and Golf Tournaments.
- ☐ Serve on at least one Board Committee and offer to take on special assignments.
- ☐ Suggest possible nominees to the Board who can make significant contributions to the work of the Board and the Center.