

VSA Minnesota
Board of Directors
Roles and Responsibilities

This document provides guidance for Directors of the Board and prospective nominees to the Board considering membership. It is to be reviewed by the Board annually and updated as necessary.

Mission and Purpose – All Board members

1. Determine the mission and purpose of VSA Minnesota.
2. Ensure that VSA Minnesota is in compliance with federal, state, and local laws.
3. Uphold ethical practices and the reputation of VSA Minnesota, including the identification of any conflicts of interest.
4. Serve as community ambassadors to promote VSA Minnesota's mission.
5. Recruit new Board members following periodic assessment of the board's functions and needs.
6. Annually complete a self-evaluation of Board performance.
7. Establish Board committees and confirm, restructure, or eliminate them as necessary.

Programmatic and Planning – Program Committee

1. Oversee and approve VSA Minnesota's programs and services to ensure they are mission driven.
2. Participate in the development of short and long-term strategic planning with the Executive Director and staff.
3. Ensure the effectiveness of VSA Minnesota's program planning through review of annual goals and objectives.

Personnel – Executive Committee

1. Hire and support the Executive Director
2. Review the performance of the Executive Director on an annual basis.
3. Establish human resource policies, including benefits, compensation, dismissal practices, and diversity.
4. Approve new staff positions as needed and finances allow.

Financial Management – Executive Director, Treasurer, Executive Comm.

1. Establish fiscal policies and approve internal financial controls.
2. Approve the annual budget and ensure that monies received by VSA Minnesota are spent according to Board-approved funding priorities.
3. Oversee investment practices.

Fundraising and Development – all Board members

1. Support VSA Minnesota through direct financial contributions as personal finances allow.
2. Participate in VSA Minnesota fundraising activities.
3. Develop new contacts and funding sources.

Terms, Attendance and Services

- The Board of Directors shall be comprised of between 7 and 21 members.
- Directors are nominated by a member of the Board of Directors and elected by a majority of the body at an annual or special meeting to a term of three (3) years.
- Directors may serve up to three consecutive terms.
- Directors are expected to attend all regularly-scheduled Board meetings or give notice if they are unable to attend. (Following three [3] unexcused absences per year, the Director will be notified and may be asked to leave the Board. There are usually 7 board meetings a year, one of which is often a full-day retreat.)
- Directors are expected to review the agenda and supporting materials before board and committee meetings.
- Directors are expected to participate on at least one committee or in another major activity and complete action items for which they are responsible.

Committees

- Executive: Personnel & Finance issues
- Development/Fundraising
- Nominations/Board & Organization Development
- Program: including international participation and engagement
- Organizational history & succession