



ROLES AND RESPONSIBILITIES OF BOARD MEMBERS AND OFFICERS

RevAULusion's Board of Directors is a governing board with legal and fiduciary responsibility to the Organization

1. **Duty of Care:** Duty of care means that board directors must give the same care and concern to their board responsibilities as any prudent and ordinary person would. Take care of RevAULusion by ensuring prudent use of all assets, including facility, people, and good will;
2. **Duty of Loyalty:** Ensure that RevAULusion's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of RevAULusion; and not using board service as a means for personal or commercial gain.
3. **Duty of Obedience:** Ensure that RevAULusion is abiding by all applicable laws and regulations and doesn't engage in illegal or unauthorized activities; follows its own bylaws; and that the nonprofit adheres to its stated corporate purposes/mission.

RevAULusion as a caring and diligent board maintains:

Clarity and Transparency, Accountability and Independence, Diversity and Inclusiveness. Interactive Culture and Engagement Preparedness and Full Information Discipline and Keen Observation Inquisitiveness and Thoughtfulness Proactive Approach

The roles and responsibilities outlined below are intended to guide each current and prospective board member, and to provide an understanding of what is expected from the board above and beyond the legal requirements.

I. Recognition of the mission:

Members of the Board of Directors are expected to understand and support RevAULusion's mission, serve as ambassadors for *RevAULusion* and lend advice and expertise to *RevAULusion's* leadership. Board members, therefore, should be familiar with the following:

1. *RevAULusion's* mission statement, program areas and strategic plan.
2. The basic staffing and structure of *RevAULusion*.

II. General Oversight:

Although the Board of Directors is not expected to make operating decisions, it must perform certain critical oversight functions, in addition to those listed above:

1. Hire, support and annually evaluate the Executive Director
2. Recruit and acclimate members of the Board of Directors
3. Create and implement board procedures



4. Review the performance of the Board of Directors annually
5. Ensure compliance with and periodically update the RevAULusion's bylaws
6. Provide strategic direction, which includes regular reviews of the RevAULusion's mission, vision and values, and active maintenance and delivery on strategic plans
7. Provide oversight regarding legal contracts and concerns
8. Formulate policies
9. Advocate for and promote *RevAULusion*

III. Fiscal Oversight:

The Board of Directors must provide broad fiscal oversight, including the adoption of an annual budget, quarterly review of revenue and expenses, and review of tax forms and audits. Board members are expected to serve in a fiduciary capacity, utilizing their judgment and discretion for the benefit of *RevAULusion*.

IV. Fundraising and development:

As a non-profit agency, fundraising and development are vital to the success of *RevAULusion*. One of the most important functions of the board is to assist and oversee *RevAULusion's* fundraising efforts. Consistent with this, all board members are expected to do the following:

1. Identify and evaluate prospects, cultivate and solicit gifts, actively support development programs, and offer personal acknowledgments to donors and volunteers.
2. Provide leadership, contribute ideas and actively advocate for the fundraising and development efforts of the RevAULusion.
3. Make a personally significant financial gift to *RevAULusion* annually. It is requested that board members make *RevAULusion* one of their top three philanthropic contributions. At least a portion of a board member's financial gift should to be made within the first quarter of the fiscal year.
4. Solicit the financial support of others in addition to his or her personal contribution.
5. Attend as many *RevAULusion* programs and development events as possible or attend and bring a minimum of 2 guests to *RevAULusion's* annual fundraiser.

V. Involvement in Meetings, Committees and Events:

Board members are expected to actively participate in board meetings and serve on at least one board committee. Board Members are strongly encouraged to attend *RevAULusion's* public events.



VI. Officers: Officers of the Board of Directors are expected to fulfill the responsibilities of a board member, in addition to the specific responsibilities of the officer position held.

President: The Board President is expected to provide leadership to and manage *RevAULusion's* Board of Directors and Executive Committee, ensuring that *RevAULusion's* Board fulfills its legal and financial obligations and individual board members fulfill their board responsibilities. The Board President facilitates communication and decision-making within the board. Specific responsibilities include, but are not limited to:

1. Convening and facilitating board and Executive Committee meetings
2. Providing accountability regarding attendance, individual giving and other individual board member commitments
3. Ensuring the recruitment and orientation of new board members
4. Maintaining regular contact with the Executive Director and being available as needed
5. Ensuring annual evaluation of the Executive Director and board

Vice-President: The Board Vice-President is expected to provide leadership to *RevAULusion's* Board of Directors, ensuring that REVAULUSION's Board fulfills its legal and financial obligations and individual board members fulfill their board responsibilities. The Board Vice-President serves as a member of the Executive Committee and supports the Board President in his or her board leadership. Specific responsibilities include, but are not limited to:

1. Fulfill the roles and responsibilities of the President in the case of her or his inability or absence
2. Fulfill the roles and responsibilities of the Secretary in the case of her or his inability or absence

Secretary: The Board Secretary is expected to establish and oversee sound practices for documentation and effective procedures for board communication. The Board Secretary serves as a member of the Executive Committee. Specific responsibilities include, but are not limited to:

1. Overseeing the recording and distribution of board and Executive Committee meeting minutes
2. Keeping records of all official board communication (including but not limited board meeting minutes) and official and/or legal RevAULusion documents, such as bylaws
3. Ensuring bylaws, articles of incorporation and other key documents are up-to- date, and that board resolutions are integrated



4. Signing RevAULusion organizational documents as needed

Treasurer: The Board Treasurer is expected to provide financial oversight and monitor the financial health of the RevAULusion. The Treasurer serves as a member of the Executive Committee and chairs REVAULUSION's Finance Committee. Specific responsibilities include, but are not limited to:

1. Overseeing, in coordination with the Executive Director:
 - a. The creation, presentation and monitoring of the annual budget
 - b. The timely and accurate completion of RevAULusion's tax forms and annual audit
 - c. The creation and distribution of financial reports prior to board meetings
2. Presenting financial information to the board and being available for questions
3. Monitoring compliance with financial policies and procedures; suggesting changes and new policies as needed
4. Providing regular financial oversight and alerting the Executive Committee immediately if concerns arise

VI. Length of terms:

By agreeing to serve *RevAULusion*, a member of the Board of Directors agrees to participate in one (1) 2-year term. A board member may serve 5 consecutive 2-year terms for a total of 10 years.

After serving 5 consecutive terms, a board member must rotate off the board for one (1) year. During this time, they may choose to still participate in board committees but will not be part of the formal Board of Directors. After a one-year hiatus, the member may reapply to the board of directors.

I understand and have read the terms of *RevAULusion's* Board of Directors and Officers Roles and Responsibilities. I am committed to fulfilling these duties.

Signature: _____ Date: _____