

**PROSPECT PARK ASSOCIATION (PPA)
BOARD OF DIRECTORS
RESPONSIBILITIES**

PRIMARY RESPONSIBILITIES: Board members are legally, financially, and morally responsible for all activities of the organization. Board members are ultimately responsible for determining agency policies and monitoring outcomes.

Participation – Board members have three key responsibilities in this area.

1. Attend all Board meetings.
2. Review and ratify decisions made by PPA committees.
3. Chair or actively participate in at least one PPA committee.

Represent the neighborhood – Board members have five key responsibilities in this area.

1. Approve formal partnerships with other organizations, on behalf of PPA.
2. Regularly solicit member feedback on the PPA mission, philosophy and goals, then refine and integrate that feedback.
3. Plan for the organization’s future, on a long-term and short-term basis.
4. Decide which services and programs the organization provides, and prioritize as part of the planning process.
5. Evaluate the organization’s programs and operations on a regular basis.

Finance - Board members have four key responsibilities in this area.

1. Ensure financial stability and accountability of the organization.
2. Oversee an ongoing process of budget development, approval and review.
3. Raise and allocate funds, and ensure that adequate funds are available to support the organization’s policies and programs.
4. Manage and maintain the organization’s properties or investments in the best interest of the organization.

Community Relations - Board members have two key responsibilities in this area.

1. Strive to ensure that the organization’s programs and services positively, equitably and appropriately address community needs.
2. Provide ongoing public relations, including an awareness that Board members are always emissaries of the organization in the community.

Organizational Operations - Board members have four key responsibilities in this area.

1. Assure that the organization’s structure, facilities, resources, and systems are adequate to carry out policies and programs.
2. Assure that the Board’s operations conform to By-Laws, Articles of Incorporation, policies, and mission of organization.
3. Comply with all applicable legal reports, requirements and responsibilities.
4. Maintain confidentiality where appropriate, avoiding conflicts of interest, and otherwise operating with prudence, diligence, and in good faith.

Time Commitment – Board members should be able to commit to six to eight hours monthly

2 hours Board meeting

2 hours Committee meetings

2 – 4 hours Additional volunteer time (sub-committees, task forces, and other committee meetings).

**PROSPECT PARK ASSOCIATION (PPA)
COMMITTEE CHAIRPERSON
RESPONSIBILITIES**

PRIMARY RESPONSIBILITIES: Committee Chairpersons duties are to:

1. Plan, convene and run regularly scheduled committee meetings.
2. Attend Executive Committee meetings.
3. Align with other committee chairs and attend their committee meetings if necessary.
4. Submit committee reports to Executive Committee and for inclusion in the Board of Directors meeting minutes.