

## Disability Rights Iowa Board Member Job Description

### ***Benefits:***

- The opportunity to make a difference in the lives of Iowans with disabilities and/or mental illness by working with a committed and passionate Board to advance Disability Rights Iowa's mission to *Defend and Promote the Human and Legal Rights of Iowans with Disabilities and Mental Illness*.

### ***Responsibility and Authority:***

- To whom is the board member accountable? **Duty of Care, Duty of Loyalty, and Duty of Obedience to the organization**
- What authority does each board member have? **Voting Member**

### ***Term:***

- How long are board members expected to serve? **3 years with option of additional 3 years**
- What are the conditions under which a board member can resign before the term is ended? **Board Members are volunteers and may resign for any or no reason.**
- What are the conditions under which a board member may be removed from the position? **(See Bylaws for full wording) With a 2/3 majority vote of a quorum:**
  1. **Two consecutive unexcused absences**
  2. **Moving outside the state of Iowa**
  3. **Failure to abide by the By-Laws and policies of DRI.**

### ***General Duties:***

- What are the typical duties expected of a board member? **Attend 4 yearly meetings, serve on at least one committee, review and approve financial statements, participate in annual evaluation of Executive Director, participate in annual setting of agency priorities, final reviewer of agency client grievances, plan and participate in agency fundraising activities**
- Are board members expected to manage or mentor the organization's staff? **The Board is only responsible for the oversight of the Executive Director position including annual review, hiring and termination.**

### ***Time commitment: -***

- Approximately what is the time commitment expected of board members? (e.g., number of hours for reviewing materials; attending board meetings; attending committee meetings, annual meeting, other tasks?) **Four Board meetings annually January, April, June and September. Also participation by conference call in one Board Committee as needed in-between quarterly Board meetings.**

***Legal / Financial commitments: See By-Laws for Further Detail***

- What are the legal implications of taking on this role? **Fiduciary duties, but no personal liability, DRI has E&O insurance.**
- What is the board member's role in the organization's finances? (e.g., is the board responsible for budget management? Is the board responsible for the organization's financial health?) **Oversite of the agencies financial health thru review and approval of financial statements at each meeting, review and approval of annual budget, review and approval of agency annual 990 tax return, in addition the Board will maintain an Audit committee(see committee charter for more information).**

***Qualifications / Skills Requirements:***

- What general skills are needed? **Ability to work with as part of group, with good problem-solving and communications skills.**
- What are some of the other skills or expertise you may be looking for? **The Board needs members with a wide range of skills and backgrounds, the Governance Committee is responsible for ensuring this.**