

Function: Set Valley Outreach's (VO) strategic direction; ensure the organization fulfills its mission; oversee management; make sure the organization's financial situation remains sound; and represent VO to the community.

Duties: General

- Serve as a VO ambassador at civic, community, faith and business events.
- Develop and approve VO's mission and organizational strategy for meeting it.
- Support VO fundraising; donate annually at a personally meaningful level.
- Participate in Board meetings; assigned committee, task force, and work group meetings; scheduled retreats and workshops; and major functions and special events.
- Stay informed about Board matters; prepare for meetings; discuss and address recommendations; and review minutes, communications and reports.
- Speak with "one voice" - support Board decisions once they are made.
- Volunteer for board-related assignments, consistent with skills and availability; honor commitments and complete them in a thorough and timely manner.
- Maintain collegial and collaborative working relationships with other board members.
- Approve major policies.
- Ensure compliance with relevant laws affecting the organization.

Duties: Operations

- Monitor and evaluate results achieved by management against VO's mission, strategic plan, annual objectives and major projects.
- Approve major actions of the organization, including large capital expenditures and major program and service changes.

Duties: Financial

- Ensure VO's financial situation is sound and adequate to support current and longer-range needs.
- Stay informed of VO's financial condition and plans to fund VO's operations, services, and new initiatives.
- Ensure financial reports reflect accurately the operating results and financial condition of VO.
- Review and approve VO's annual operating budget.
- Ensure management has appropriate fiscal policies and procedures in place and they are followed.
- Appoint an independent auditor to conduct an annual audit; review the audit and recommendations; ensure recommendations are implemented.

Duties: Organization

- Oversee management of VO; hire and evaluate CEO; conduct annual performance review and establish compensation.
- Conduct annual review of Board performance and biannual assessments of individual directors; take action to strengthen Board effectiveness based on results.
- Ensure management has effective policies and procedures in place to support an efficient and effective organization.
- Ensure management has up-to-date risk management policy and procedures in place; monitor key risks and ensure mitigation strategies are working.