Join the Team!

Recruiting Members for the Board of Directors

Interested in modeling
- compassion,
- service, and
- social responsibility in your community?

“It’s important to me that today’s students have the same opportunity I did as a fifth grader. Realizing that you can make a positive impact, no matter who you are, where you come from, or how much money you have, is something that stays with you the rest of your life. As a Board Member, I can help spread that message.”

- Julia Leitman, Board Member & Alumni

What Does the Board of Directors Do?
- Represents Sister Schools to the public
- Monitors the effectiveness of programs
- Enhance Sister Schools’ reputation
- Stewards funds and donations
- Plan the future of Sister Schools
- Develop resources to continue growth
- Ensures legal compliance
As a Director . . .

*I Represent My Community.*

Non-Profits like Sister Schools are not “owned” by stakeholders like a traditional business. Rather, they are owned by the communities that they serve—as a Board Member, you are the community representative! You help Sister Schools meet community needs by

- Monitoring Programs for Effectiveness
- Providing Financial Oversight
- Offering your Perspective on Major Decisions
- Planning for the Future

*I Represent Sister Schools.*

Sister Schools relies on you to continue operating in our communities! Without a good relationship with our partner schools, donors, and community leaders, the Sister Schools program would be over. You help meet Sister Schools’ needs by

- Introducing Sister Schools to your Network
- Acting as an Ambassador at Events
- Developing Resources and Assisting in Fundraising
- Garnering Support from Community

Join Today!

Please contact Board President, Melissa Pendleton at info@sisterschools.org
The Board of Directors

These are the responsibilities of the Board of Directors as a whole. No single Director has the legal authority to act on behalf of the entire Board, not even the President. The Board of Directors can only act in a meeting at which a quorum is present and a majority vote in favor.

1. **Determine the Organization’s Mission and Purposes and Advocate for Them.** It is the board’s responsibility to create, and periodically review, a mission statement that articulates what specific benefits the organization is attempting to accomplish for what specific beneficiaries. The board should also “stand for their mission” by communicating with the public and advocating to policy makers and decision makers.

2. **Select the Chief Executive.** Boards must determine the chief executive’s responsibilities, conduct a thorough search, and select the most qualified individual.

3. **Support and Evaluate the Chief Executive.** The board should ensure that the chief executive has the moral and professional support he or she needs to accomplish the organization’s goals and to raise funds. The board should annually evaluate the executive based on measures that are defined and communicated to the executive in advance of the period that is being evaluated.

4. **Ensure Effective Organizational Planning.** Boards must participate in planning and should monitor the achievement of the plan’s goals. This includes gathering information from the organization’s constituents, supporters, donors, clients etc. so that the board is well informed about community needs.

5. **Monitor and Strengthen Programs and Services.** The board is responsible for monitoring performance of the organization’s goals and for ensuring program effectiveness.

6. **Ensure Adequate Resources.** One of the board’s foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. All board members must participate in resource development in order to fulfill this responsibility.

7. **Protect Assets and Provide Financial Oversight.** The board must ensure that financial controls are in place and monitor how the organization is managing its money. The board should select the auditor, if one is engaged, and receive the auditor’s report.

8. **Build and Sustain a Competent Board.** Boards have a responsibility to articulate the characteristics that will make a person an effective member of the board. This should focus on the candidate’s ability to contribute effectively as a member of the board and not primarily on the person’s professional expertise or skills.

9. **Ensure Legal and Ethical Integrity.** Ensure that the organization is adhering to legal standards and ethical norms and is attentive to legal risks.

10. **Enhance the Organization’s Public Standing.** By clearly articulating the organization’s mission, goals and its impact, the board can garner support from the community.

*Adopted from *Ten Basic Responsibilities of Nonprofit Boards* by BoardSource*
Individually Directors

State law imposes standards of fiduciary responsibility on Directors of non-profit organizations. This means that when a Board Member, an Officer, or a key employee breaches these standards, they can be held personally liable and subjected to civil suits. These standards are carried out through three duties:

**Duty of Care** requires that Directors be reasonably informed about the organization’s activities, participate in decisions, and do so in good faith and with the care of an ordinarily prudent person in similar circumstances. Duty of Care can be carried out by:
- Attending board meetings and meetings of appropriate committees
- Preparing in advance for board meetings, such as reviewing reports and the agenda before arrival
- Obtaining information, before voting, to make sound decisions
- Exercising independent judgment
- Periodically examining the credentials and performance of those who serve the organization
- Frequently reviewing the organization’s finances and financial policies
- Ensuring compliance with state and federal filing requirements, particularly annual information returns.

**Duty of Loyalty** requires Directors to exercise their power in the interest of the organization and not in their own interest or the interest of another entity, particularly one with which they have a formal relationship. Duty of Loyalty can be carried out by:
- Adhering to the organization’s conflict of interest policy
- Disclosing any conflicts of interest
- Avoiding the use of corporate opportunities for personal gain or benefit
- Maintaining the confidentiality of information about the organization

**Duty of Obedience** requires that Directors of a nonprofit organization comply with applicable federal, state, and local laws; adhere to the organization’s bylaws; and remain the guardians of the mission. Duty of Obedience can be carried out by:
- Ensuring compliance with all regulatory and reporting requirements, such as filing the annual information return and paying employment taxes
- Being familiar with all documents that govern the organization and its operation, such as the bylaws
- Making decisions that fall within the scope of the organization’s mission and governing documents

*Adopted from *Legal Responsibilities of Nonprofit Boards* by BoardSource.*