



## **Member of the Board of Directors, Formed Families Forward**

### **Job Description and Expectations**

**Mission:** Formed Families Forward's mission is to improve developmental, educational, social, emotional and post-secondary outcomes for children and youth with disabilities and other special needs through provision of information, training and support to adoptive and foster parents, and kinship caregivers.

#### **\*Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Evaluation of Executive Director
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

*\*Members of the board share these responsibilities while acting in the interest of Formed Families Forward. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

**Length of term:** Three years, which may be renewed up to a maximum of two consecutive terms, pending approval of the board.

#### **Meetings and time commitment:**

- The board of directors meets quarterly (March, June, September, December) on the second Monday of the month, at 7 p.m., at Formed Families Forward offices in Fairfax city. Meetings typically last 90 minutes.
- Committees of the board meet an average of 2 – 4 times per year, pending their respective work agenda.
- Participation in an annual in-person Board retreat/training, typically on a Saturday in winter.
- Board members are asked to attend occasional special events or meetings, as they are determined.

#### **Expectations of board members:**

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on committees of the board.
- Be alert to community concerns and needs that can be addressed by Formed Families Forward's mission, objectives, and programs.
- Help communicate and promote Formed Families Forward's mission and programs to the community.
- Become familiar with Formed Families Forward's finances, budget, and financial/resource needs. Support fundraising initiatives.
- Understand the policies and procedures of Formed Families Forward.
- Financially support Formed Families Forward annually.
- Recruit new Board members.