

North Dakota Human Rights Coalition
Position Description
Member of Board of Directors

POSITION TITLE: Board of Directors Member

REPORTS TO: The Chair of the Board of Directors

TERMS: Expiring:_____.

Each term is a three-year appointment, renewable subject to board approval for a second term, for a total of six years as a board member.

MAJOR FUNCTION: The person filling this unpaid position will serve on the Board as a voting member. In conjunction with the full Board, he or she will develop policies, procedures and regulations for the operation of the North Dakota Human Rights Coalition and monitor finances of the organization, its programs and performance.

ESSENTIAL POSITION FUNCTIONS:

1. Be a member of the NDRHC.
2. Regularly attend Board of Directors meetings.
3. Attend standing committee meetings as a member.
4. Participate as an ad hoc committee member, if appointed.
5. Attend Board retreats, in-service workshops and other Board development activities.
6. Establish policy.
7. Hire, fire, supervise and evaluate the Director.
8. Assist staff to secure adequate funds.
9. Monitor finances, both ensuring that NDHRC funds are spent according to an approved budget and that sufficient funds are available to maintain the financial health of the NDHRC (including fundraising).
10. Accept an expectation of personal financial support for the NDHRC to the best of the member's ability.
11. Assume leadership roles in all Board activities, including fundraising when appropriate.
12. Be well-informed on issues and agenda items in advance of meetings.
13. Contribute skills, knowledge and experience when appropriate.
14. Listen respectfully to other points of view.
15. Participate in organizational decision-making.
16. Represent the organization to public and private industry and/or organizations.
17. Use parliamentary rules of order during Board meetings.

QUALIFICATIONS: The person filling this position must have a commitment to work toward effecting change so that all people in North Dakota enjoy full human rights.