Macedonia FACE Board Member Job Description

Macedonia FACE has as its ultimate goal the achievement of programmatic excellence and fiscal strength. Board members are legally responsible for the actions of the organization. Specifically, the Board governs the organization through active oversight of:

- Mission development and long-range planning
- Financial management
- Resource development and fundraising
- Board education and development

Each Board member must express and demonstrate a commitment to the mission of Macedonia FACE and be fully committed to the vision and service of Macedonia FACE. In addition, the Board has a fiduciary responsibility to clients, their families, donors and the community – and is ultimately responsible for attracting funding and resources to ensure the financial viability of the organization and its programs.

Specifically, individual Board member responsibilities include the following:

1. Provide continuing direction for planning, operation and evaluation of Macedonia FACE programs and activities.
2. Actively participate in one or more fundraising activities.
3. Attend at least 80% of board meetings, committee meetings and special events.
4. Actively serve on at least one Board committee, as established, and offer to take on special assignments.
5. Remain informed about organization’s mission, services, policies and programs.
6. Each year make a personal minimum financial contribution of $10.00 per month. In addition, support the annual event through attendance and by selling tickets and ads.
7. Review agenda and supporting materials prior to Board and committee meetings.
8. Actively participate in making viable introductions to individuals, corporations, foundations and other organizations – and to attend meetings as needed – to connect Macedonia FACE to donated funds and needed in-kind goods, services and expertise.
9. Inform others about the organization.
10. Suggest possible nominees to the Board who will make significant contributions to the work of the Board and Macedonia FACE.
11. Keep up-to-date on the developments in Macedonia FACE’s field of expertise.
12. Review, evaluate and approve the organization’s financial affairs and policies.
13. Follow conflict of interest and confidentiality policies.