



Board Member Job Description

As the highest leadership body of the organization and to satisfy its fiduciary duties, the Gulfcoast Legal Services Board of Directors is responsible for:

- reviewing the mission and purposes of the organization
- selecting and evaluating the performance of the executive director
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- raising funds and developing resources
- approving and monitoring the organization's programs and services
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization

Each individual Board member is expected to:

- know the organization's mission, policies, programs, and needs
- faithfully read and understand the organization's financial statements
- serve as active advocates for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission
- give a personal financial donation of \$350 or more
- help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- prepare for, attend, and conscientiously participate in board meetings
- participate fully in one or more committees

Further, Board members are expected to:

- follow the organization's bylaws, policies, and board resolutions
- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of the organization

GLS Board members serve three year terms. They may be invited to serve for up to three consecutive terms, at which point they will be asked to rotate off the board for one year before reapplying.

I have read and agree to the above board job description.

Signature

Date

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