



The NYS Forum, Inc.
Functions and Responsibilities of the Board of Directors
September 3, 2013

Strategic

- Ensure that The NYS Forum stays true to its not for profit cause.
- Regularly (at least annually) review its core values, vision, mission and direction.
- Establish an institutional strategic plan.

Financial

- Ensure its tax exempt status is not compromised.
- Ensure financial stability.
- Set appropriate compensation for the staff.
- Set fiscal policies, approve the annual budget and regularly review financial reports.
- Approve major contracts.
- Approve the membership fee structure.

Performance Review

- Establish clearly defined roles for the executive director vs. the board.
- Set goals and perform periodic evaluations of how the organization is operating.
- Hire, support and, if necessary, dismiss the executive director.
- Ensure compliance with all legal obligations.
- Ensure that the organization is meeting its performance objectives / value.

Delegation of Duties

- Establish committees of the board with clear direction and expectations.
- Serve as a committee chair or liaison to the board for the committees they participate on.

Advocacy

- Identify and pursue potential new members, sponsors, or partnerships.
- Further constituent awareness of the value of the organization.
- Advocate on the organizations behalf.
- Develop a communication plan (with key messages) to be used consistently by members of the board.

Succession Planning

- Evaluate the talents and skills of the board members and ensure that new board members fill any skill gap.
- Actively recruit potential new board members.

Meetings

- Actively and regularly attend all board meetings.
- Actively and regularly attend all committee meetings for which you are a member.
- Prepare written reports as requested by the chairperson of the board.
- Attend the annual meeting of The NYS Forum.

Board Member Annual Performance Expectations

- Intend to attend at least 70% of board meetings.
- Intend to attend at least 70% of functions and committee meetings for which you are a member.
- Attend the annual meeting.
- Stay informed about the organization's mission, services, policies and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in government and information technology.
- Follow conflict of interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements