



## Board of Directors Member Job Description

**Mission:** ITAC's mission is to increase awareness of and reduce youth substance use within the community.

**Role of the board of directors:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of ITAC so as to support the organization's mission and needs.

### Major responsibilities of board members:

- Ensure compliance with ITAC bylaws, NYS Incorporation, and 501(c)(3) status.
- Lead the organization in alignment with its mission.
- Organize the board, officers, and committees.
- Monitor policies and procedures.
- Monitor finances, including the annual budget.
- Oversee program planning and evaluation.
- Support executive staff development.
- Review and provide input on program and/or committee reports.
- Promote the organization to constituents and the community.
- Assist with fundraising and strategic partnerships.
- Demonstrate Cultural Humility.

**Length of term:** Two years

### Meetings and time commitment:

- The board of directors typically meets monthly, for approximately 1-2 hours, at ICS Campus or via zoom. Other locations may be used; board members will be advised ahead of time.
- Board members are expected to attend a minimum of 7 of the 11 meetings per year.
- Slice Committees of the board meet an average of four times per year, pending their respective work agenda.
- Board members are asked to attend a minimum of two special events per year.

### Expectations of board members:

- Serve as ambassadors and champions in the community for the coalition.
- Commitment to ongoing training and education about prevention work, as available.
- Act in ITAC's best interests and provide recommendations based on experience.
- Avoid and disclose conflicts of interest.
- Attend regular meetings and special events as possible.
- Serve on a standing committee and ad-hoc committees *as needed*.
- Stay informed about community concerns related to ITAC's mission and programs.
- Expected to uphold a high standard of professionalism and integrity in all aspects of their work.

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ITAC - It Takes A Community Drug & Alcohol Prevention Coalition

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