



Board of Directors Job Description Draft- October 2024

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, typically on the first Monday, for approximately 1-2 hours, at ICS HS or via zoom.
- 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.
- 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.