



## **Board Member Duties and Responsibilities**

### Statutory Requirements:

1. Comply with ethics provisions as stated in Florida Statutes ss. 112.313, 112.3135, and 112.3143 (Attachment 1).
2. Comply with Government-in-the-Sunshine Law as stated in Florida Statutes ss. 286.011-Public Meetings and Records (Attachment 2).
3. Maintain confidentiality of public records in conformance to Federal, State, and local laws.

### Coalition Requirements:

1. Regularly attend and participate in Board meetings.
2. Commit to actively participate in committee work as assigned.
3. Volunteer for and willingly accept assignments and complete them thoroughly and on time.
4. Stay informed about Board and committee matters, prepare well for meetings, and review and comments on minutes and reports.
5. Get to know other Board and committee members and build a collegial working relationship that contributes to consensus.
6. Actively participate in the Board's annual evaluation and planning efforts.
7. Provide input on and approve the Coalition's long-range goals
8. Monitor the achievement of Coalition's goals and objectives.
9. Review and approve annual budget and approve expenditures outside of annual budget.
10. Employ Executive Director and evaluate his/her performance.
11. Approve appointment of members to committees as presented by Board Chair.
12. Assign signature authority to officers and/or staff for legal and corporate documents.
13. Settle discussions between committees, as appropriate.
14. Perform an annual self-evaluation, both individually and collectively, to measure performance and effectiveness.



15. Participate in fund raising activities of the Coalition, as applicable.
16. Complete an annual conflict of interest statement to maintain the best interest of the Coalition.

Committee Chair Responsibilities (if applicable):

1. Coordinate the work of the committee with Executive Director and other staff to accomplish the Coalitions' goals and objectives.
2. Ensure that members have the information needed to do their jobs.
3. Oversee the logistics of committee's operations.
4. Report the status of committee's work to the Board Chair.
5. Report the committee's recommendations to the full Board.
6. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
7. Initiates and leads the committee's annual evaluation.

I have read and understand the above mentioned job descriptions for membership of the Early Learning Coalition of Northwest Florida, Inc. Board of Directors and agree to follow them to the best of my ability during my term.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



*Adapted from materials from BoardSource.*