

## **BOARD MEMBERS**

The role of our Board of Directors (Board) is to ensure Paper Kite is responsibly managed and accomplishes its goals effectively and efficiently. Our Board has overall responsibility for strategic planning, finances, organizational operations, community relations and human resources. Our Board is structured as a Working Board, which means our Board Members directly assist with the operations of Paper Kite, and is composed of our:

- Board Chair/President (voting)
- Secretary (voting)
- Executive Director (non-voting)
- General Members (voting)

## **BOARD CHAIR**

Our Board Chair is the principal liaison between our Board and our Executive Director, and is responsible for the smooth operation of the Board.

Specific roles and responsibilities include:

- Acts as a facilitator and guide for our Board
- Reports to and is accountable to our Board
- Clarifies Board and other volunteer responsibilities
- Manages our Board meetings
- Plans, in cooperation with our Vice President, the agenda for our Board meetings
- Appoints committee chairs
- Oversees recruitment, orientation and training of our Board members to develop the effectiveness of our Board
- Ensures that Board matters are handled properly, including preparation of pre-meeting materials and Board functioning
- Conducts official correspondence on behalf of our Board as appropriate and jointly with our Board when appropriate
- Encourages attendance at Board meetings

The following are the core responsibilities for each of our Board Members:

- Be totally committed to the goals of Paper Kite and act in Paper Kite's best interest at all times
- Regularly attend our Board meetings and related meetings
- Make a serious commitment to actively participate in Board matters
- Stay informed about Board matters, prepare well for meetings, and review and comment on minutes and reports
- Volunteer for and willingly accept assignments, including committee appointments, and complete them thoroughly and on time
- Get to know other Board members and build a collegial working relationship that contributes to consensus
- Represent Paper Kite at community activities to enhance our community profile
- Actively participate in the annual evaluation of our Board, Executive Director and any committees
- Elect a meeting Chair should both the President and Vice-President be absent
- Participate in our fundraising activities.