



Safe Passage, Inc.
P.O. Box 621, DeKalb, IL 60115

Hotline: 815-756-5228 Administration: 815-756-7930 Sandwich Hotline: 815-786-6333

Safe Passage, Inc.

Board Member Expectations

General Description: **Safe Passage, Inc.** (“the Agency”) Board of Directors shall be responsible for the management of the affairs and property of the Agency. Each director is responsible for ensuring the good reputation of the Agency in the community.

Term Limit for All Board Members: Elected directors shall serve terms of three (3) years. Directors may be nominated for a second three-year term. At the end of that term, directors must leave the board for a period of at least one year, at which point, they may inform the president of their willingness to be considered for nomination to another term.

Board Responsibilities

- ❖ Understand and support the mission, vision, policies, and public statements of the Agency.
- ❖ Develop, evaluate, and oversee the implementation of the short and long-term organizational goals and plans.
- ❖ Establish and monitor fiscal policies, review monthly financial statements, approve yearly budget.
- ❖ Actively support program and staff development and fundraising activities of the agency.

General Board Member Duties

- Attend regularly scheduled board meetings. The president or executive director must be notified in advance, if you are unable to attend.
- Be prepared for meetings and keep informed, through board meeting minutes, committee reports, etc., about the Agency.
- Participate, as requested, on at least one standing committee or ad hoc committee, annually.
- Adhere to all other responsibilities and obligations listed in the Agency’s bylaws.
- Contribute financially to the Agency as is individually possible.
- Attend Agency sponsored events
- Assist with outreach and community support by speaking knowledgably about Safe Passage in other community service settings and to our friends, neighbors, and co-workers.

Additional Expectations

In addition to the above, each Board Member is expected to support the Agency in as many other ways as their time and talents permit. It is expected that each will also participate in at least two of the activities listed below throughout their term of board service.

- Assist with and participate in, chair, and/or sponsor at least one major fundraising event (such as, Evening of Chocolate) planned by the Agency and the Board.
- Cultivate goodwill and support by making connections with local business leaders. (i.e., find out who the “decision-makers” are at larger companies and pass that information on to the executive director for possible contact for sponsorships of Safe Passage and its events.)
- Secure in-kind donations from local businesses and organizations, as appropriate.
- Assist the executive director with presentations to corporations, foundations, service clubs, or other organizations, as requested.
- Take advantage of training and information offered to board members regarding fundraising/development for non-profit organizations.
- Consider including the Agency in your estate planning and be ready to provide information to others about making a bequest.
- Assist with new and/or special projects as requested by the board president or executive director.