

**The Arc of Greater Houston**

**Duties of Board Members**

1. Regular attendance at monthly board meetings
   1. Contribute both as a planner and a policy maker
   2. Preview all financial and informational documents prior to meetings
   3. Become well informed on all agenda items
   4. Contribute knowledge and express points of view based on experience
   5. Accept majority decision even when in the minority
2. Assume leadership roles in agency fundraising campaigns and events
3. Make an annual financial contribution to the agency at a personally significant level
4. Attendance/participation in standing and/or ad hoc committees
5. Assume board leadership responsibilities as requested and as possible
6. Represent the agency at community events, organizations, and with individuals
7. Be informed about the agency’s programs, policies, and services
8. Be informed about the needs of the community and constituents
9. Keep up to date on developments in the IDD field
10. Follow conflict of interest and confidentially policies
11. Support the Executive Director and help to monitor performance
12. Assist with evaluation of the board’s performance on an annual basis