

## **Board Responsibilities and Expectations, Roles, & Terms of Service**

### **Responsibilities and Expectations:**

*The overall responsibility of individual board members is to govern the Iraqi and American Reconciliation Project. Board members will fulfill this responsibility by articulating IARP's vision and methods; by working with its constituents; and by providing support to achieve the mission, to secure the means, and to serve IARP's constituents. Each Board member of IARP affirms the expectations outlined here and strives to perform accordingly. We treat all Board members the same when it comes to these expectations.*

Specific performance expectations are:

1. Believe in and be an active advocate and ambassador for the values, mission and vision of IARP.
2. Work with fellow Board members to fulfill the obligations of Board membership as articulated in the board roles and expectations, and in keeping with all other policies.
3. Act in a way that contributes to the effective operation of the Board –and work with fellow Board members and staff to assure that the Board functions well. This includes –but is not necessarily limited to the following:
  - a. Focus on the good of IARP, independent of personal agenda, self-interest, or the influence of others.
  - b. Maintain confidentiality of committee, board, and organization work unless authorized otherwise.
  - c. Support Board decisions once these are made.
  - d. Participate in appraisal of own performance and the performance of the Board and its committees.
  - e. Support the IARP's policies and procedures for conducting business.
4. Regularly attend Board and committee meetings. Prepare for these meetings by reviewing materials.
5. Keep informed about the organization, its issues, and its connection to the community through active participation within the organization and conscientious connection outside the organization.
6. Help support the charitable contributions operation of the organization. Specifically:
  - a. Reach into diverse communities and help identify and cultivate relationships to support IARP as donors, volunteers, and advocates.
  - b. Give an annual financial contribution to the best of personal ability. Consider this organization one of your top 2 –3 charitable commitments.
  - c. Participate in the fund development by taking on various tasks tailored to your comfort and skills.
7. As appropriate, use personal and professional contacts and expertise to benefit the organization, without compromising ethics or trespassing on relationships.
8. Be available to serve as a committee or task force chair or member. Be a prepared and active participant.
9. Inform the Board of Directors of any potential conflicts of interest, whether real or perceived, and abide by the decision of the Board related to the situation. Abide by IARP's Conflict of Interest Policy.
10. Respect the authority of the chief executive officer and staff; and, adhere to the limitations of the Board.
11. Agree to step down from Board position if unable to fulfill these expectations.

T: 612.547.9971  
E: [info@reconciliationproject.org](mailto:info@reconciliationproject.org)

2021 E. HENNEPIN AVENUE, SUITE 200  
MINNEAPOLIS, MN 55413

@IARProject    

**Board Roles:***Board chair*

- Oversees board and executive committee meetings
- Works in partnership with the executive director to make sure board resolutions are carried out
- Calls special meetings if necessary
- Assists executive director in preparing agenda for board meetings
- Assists executive director in conducting new board member orientation
- Oversees searches for a new executive director
- Coordinates executive director's annual performance evaluation
- Acts as an alternate spokesperson for the organization
- Periodically consults with board members on their roles and helps them assess their performance

*Board vice-chair*

- Serve on the executive committee if one exists
- Carry out special assignments as requested by the board chair
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
- Participate as a vital part of the board leadership

*Board secretary*

- Serve on the executive committee if one exists
- Ensure the safety and accuracy of all board records
- Review board minutes
- Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair
- Provide notice of meetings of the board and/or of a committee when such notice is required

*Board treasurer*

- Understand financial accounting for nonprofit organizations
- Serve as the chair of the finance committee
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- Work with the executive director and appropriate staff to ensure that appropriate financial reports are made available to the board on a timely basis
- Present the annual budget to the board for approval
- Review the annual finance report and 990 and answer board members' questions about the documents

**Terms of Service:**

- *Two-year term; maximum five consecutive terms.*

**Meeting Schedule:**

- Board meetings will be scheduled and convened by the Board Chair.

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