



## **BOARD MEMBER RESPONSIBILITIES**

The DrawBridge Board of Directors assumes responsibility for the policies and direction of the organization. Members of the Board are accountable for the organization's financial, legal, and ethical activities, as outlined in the organization's bylaws. Board members serve a three -year term, with extensions approved by majority vote.

These responsibilities are summarized below:

### **OVERVIEW**

- Attend Board meetings regularly. Meetings are held once every month in San Rafael or on Zoom (usually on the fourth Monday) from 6:00-8:00 pm (or as set by the Board); materials sent prior to each meeting. Members are obligated to attend all Board meetings unless they give 24-hour notice of their unavailability.
- Serve as an officer of the Board and as an active member of DrawBridge committees.
- Analyze and approve the annual budget.
- Assume responsibility for the hiring and evaluation of the Executive Director.
- Attend DrawBridge special programs and fundraising events.
- Participate in DrawBridge online volunteer training.
- Visit at least one DrawBridge art group session each year.

### **FUNDRAISING**

- Generate financial support from friends, colleagues, and community members, bringing in new income.
- Participate in planning fundraising events and encourage potential supporters to attend.
- Provide DrawBridge with names and addresses of prospective donors.
- Make an annual financial contribution that you consider significant.

### **ADVOCACY**

- Educate yourself and others about issues pertaining to homelessness and trauma as it relates to children.
- Advocate on behalf of DrawBridge children and families.

## **DRAWBRIDGE BOARD MEMBER CODE OF ETHICS**

As a member of the DrawBridge Board of Directors, I confirm I have reviewed the following Code of Ethics and attached Board Member Responsibilities.

Signing this statement solidifies my commitment to service on the DrawBridge Board.

As a member of this Board, I will:

- use my services for the advantage of DrawBridge clients and families
- maintain confidentiality
- respect and support the majority decisions of the Board
- serve in a manner worthy of the trust of those who elected me to the Board and of those we serve
- focus my efforts on the mission of DrawBridge
- remember that my authority as a Board member exists only when the full Board is in session or when I am performing a specific assignment given me by the full Board
  - consider myself a trustee of DrawBridge and do my best to ensure that it is well-maintained, financially secure, and always operating in the best interests of those we serve
- adhere to the Board Member Responsibilities (see separate document)