



Board of Trustees

Job Description & Meeting Policies

Participating as a board member requires engagement. The Board will support the work of Villa Licci and provide mission-based leadership and strategic oversight. While day-to-day operations are led by the Executive Director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Mission/Vision/Strategy

1. Develop and monitor the organizational mission and vision, and be aware of the services, programs, and policies of Villa Licci.
2. Ensure that the organization and its board members meet all applicable legal requirements.
3. Develop, monitor, and evaluate the organization's strategic plan.
4. Ensure that the organization's programs and services appropriately address the needs of those we serve.

Engagement

1. Directors are encouraged to attend board meetings and functions in person and must attend at least two in person annually.
2. Be prepared for each board meeting by reviewing the board materials prior to the meeting.
3. Participate on board committees.
4. Sign the conflict of interest and confidentiality policy.
5. Bring names of individuals who should be considered for the board of trustees.
6. Willingness to expand knowledge of board responsibilities through board training opportunities.
7. Assist in promoting the organization throughout the year

Financial support

1. Ensure financial accountability of the organization.
2. Oversee ongoing process of budget development, approval, and routine review.
3. Monitor the adequacy of funds to support the organization's policies and programs.
4. Make an annual financial contribution to the organization.
5. Help and participate in raising funds in ways you are able, including, but not limited to, contributing ideas, contacts, and acting as an ambassador.

Meeting Policies:

Regular Meetings

Regular meetings shall be called by the Chairperson. Notice of the meeting, specifying the business to be conducted, shall be provided to Trustees fourteen (14) business days in advance of the meeting. Such notice may be made by any means.

Annual Meeting

The last regular meeting of the calendar year shall be the Annual Meeting of the Board of Trustees. At such meeting, Members and Officers of the Board shall be elected, committee assignments shall be confirmed, and other such appropriate business of Villa Licci shall be conducted.

Special Meetings

Special meetings to consider business of an urgent nature may be called by the Chairperson or the President with less than five (5) business notice. Notice of special meetings may be made by electronic transmission.

Participation by Telephone/Webinar

Any or all Board Members may participate in or conduct a regular or special meeting by any means of communication in which all participants may simultaneously hear each other during the meeting. A Member participating in a meeting by this means is deemed to be present at the meeting.

Attendance Requirements

Any Member who has two (2) unexcused consecutive absences from regularly scheduled Board meetings may be removed from the Board of Trustees.