

SPECIAL OLYMPICS KANSAS

BOARD OF DIRECTORS JOB DESCRIPTION

TITLE: Special Olympics Kansas Board of Directors Member

TERM: Three (3) Years – May serve a maximum of three (3) consecutive terms

SUPERVISOR: Chairperson of the Board

ELECTED BY THE BOARD OF DIRECTORS

BASIC RESPONSIBILITIES:

Together with other members of the Board to be legally and morally responsible for all activities of the organization. The Board of Directors is solely responsible for determining organization policy, approving the annual budget, program planning, and determining the goals/objectives of Special Olympics Kansas.

PRINCIPLE TASKS:

1. Policy Administration

Establish and/or continue the legal or corporate existence of the organization. Ensure that the organization meets legal requirements for the conduct of the organization's business and affairs. Responsible for adopting By-laws and ensuring that the organization operates within them. Acts on proposed revisions to the By-laws. Adopts policies which determine the purposes, governing principles, functions and activities, and courses of action of the organization. Assumes ultimate responsibility for policies which govern the organization.

2. Evaluation

Regularly review and evaluate the organization's operations and maintain standards of performance. Monitors the activities of the organization, including: reviewing reports of appropriate committees; confirming, modifying or rejecting proposals; counseling and providing good judgment on plans of committees or the President/CEO and/or Executive Director; and, considering, debating, and deciding issues.

3. Public and Community Relations

Provides sponsorship and prestige to the organization and inspires confidence in its services. Understands and interprets the work of the organization within the community at large.

4. Personnel

Select, employ and evaluate the President/CEO and/or the Executive Director. Approve policies which govern the administration of personnel. Participate in the recruitment, selection and development of Board members in conjunction with the Board Recruitment and Retention Committee.

5. Finance

Approve and monitor the corporate finances of the organization. Create a financial climate for fulfilling the organization's purpose. See that sufficient funds are available for the organization to meet its objectives. Authorize and approve the Annual Audit. Responsible for all expenditures dealing with the facility, its improvements or purchase of land, buildings or equipment.

RECOMMENDED JOB REQUIREMENTS:

1. A demonstrated interest in the organization's service goals.
2. Specific experience and/or knowledge in at least one element; administration, finance, personnel, program development, evaluation, public relations, or communications.
3. Available time.
4. Willingness to work on Board Committees.
5. Willingness to contribute to financial support of SOKS by contribution or solicitation of funds.