

# AIN Board of Trustee Job Description

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**TITLE:** Member, Board of Trustees, Access and Information Network, Inc. (AIN)

**REPORTS TO:** Chair of the Board

**PURPOSE:**

To contribute skills, knowledge and experience as a voting member of the Board; to approve AIN's operating strategy, policies, procedures, and regulations; to participate in strategic planning; to monitor the finances of AIN and its program performance; and to secure funding to maintain the financial viability of AIN's programs and services.

**TERM:**

The term of service for a Member of the Board of Trustees shall be three fiscal years and shall begin at the start of a new fiscal year or otherwise during the year in which the member is elected. Following completion of a Board Member's term, he or she shall be eligible for re-nomination and re-election for an additional full term.

**EXPECTED MEETING ATTENDANCE:**

- Attend Board meetings as scheduled.
  - A Board Member who does not attend 75% of the meetings will be asked to resign from the Board.
- Participate as a member of a standing committee or an ad hoc committee as requested or appointed by the Chair of the Board.
- Attend Board training, retreats, workshops, and other Board development activities.
- Attend and participate in special events as needed.
- Time commitment: approximately ten (10) hours per month.

**SUGGESTED ADDITIONAL TRAINING:**

- Meeting with Chief Executive Officer.
- Board orientation.
- Minimum ½ day spent at AIN job shadowing staff.

**RESPONSIBILITIES OF THE BOARD:**

- Assess the Agency's operating performance against the mission and values of the Agency,
- Evaluate the Chief Executive Officer's performance from time to time as shall be determined by the Board and the Chair of the Board.
- Fulfill fiduciary responsibility, monitor finances of the organization, and help secure adequate funding to sustain the organization.
- Assume leadership roles in Board activities, including selected fund raising.
- Personally support AIN financially.
  - Suggested annual contribution of \$1,500.00 through either direct donation or securing from other donors or sources.
- Help establish, maintain, and update strategic plans.
- Promote the organization's public image and publicly represent AIN.
- Act as an escalation point for Agency business matters as needed.
- Maintain confidentiality of Agency and client matters.
- Educate others about the needs of those living with and/or affected by HIV/AIDS.