



Council for  
Corporate  
Responsibility

## **COUNCIL FOR CORPORATE RESPONSIBILITY BOARD MEMBER Position Description**

In an effort to ensure that all board members understand their role with the Council for Corporate Responsibility, an outline of board membership requirements is provided below.

### **Qualifications**

- Must be employed by a member corporation or organization
- Must be committed to the vision and mission of the Council for Corporate Responsibility
- Must have company commitment and support

### **Responsibilities**

- **Support the Executive and Review His or Her Performance**
  - The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization. The chief executive, in partnership with the entire board, should decide upon a periodic evaluation of the chief executive's performance.
- **Ensure Effective Organizational Planning**
  - As stewards of an organization, boards must actively participate with the staff in an overall planning process and assist in implementing the plan's goals.
- **Ensure Adequate Resources**
  - One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The board should work in partnership with the chief executive and development staff, if any, to raise funds from the community.
- **Manage Resources Effectively**
  - The board, in order to remain accountable to its donors, the public, and to safeguard its tax-exempt status, must assist in developing the annual budget and ensuring that proper financial controls are in place.
- **Determine and Monitor the Organization's Programs and Services**
  - The board's role in this area is to determine which programs are the most consistent with an organization's mission, and to monitor their effectiveness.



## Council for Corporate Responsibility

- **Enhance the Organization's Public Image**
  - An organization's primary links to the community, including constituents, the public, and the media, is the board. Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from important members of the community, are important elements of a comprehensive public relations strategy.
- **Assess Its Own Performance**
  - By evaluating its performance in fulfilling its responsibilities, the board can recognize its achievements and reach consensus on which areas need to be improved. Discussing the results of a self-assessment at a retreat can assist in developing a long-range plan.
- **Time Commitment**
  - Quarterly meetings and/or conference calls for a minimum of a half hour and no more than an hour and a half. The frequency of meetings and/or conference calls can be adjusted, as appropriate to perform the duties and responsibilities outlined above.

### Requirements

- Attend regularly scheduled board meetings; at least two out of the four quarterly meetings
- Serve on one of the board committees
- Support Council events and activities when appropriate
- Uphold the mission and vision of the Council
- Pay membership dues