

Empowering Young Professionals to Belong, Grow, and Lead.

BOARD OF DIRECTORS RESPONSIBILITY POLICY

The Greater Grand Forks Young Professionals (GGFYP) is a non-profit organization advocating for and enriching the lives of young professionals and their families.

DESCRIPTION OF ROLE

Person serving on the Board of Directors of the Greater Grand Forks Young Professionals agree to act in accordance with all appropriate federal, state and local laws and to abide by the duties of care, loyalty and obedience.

- **Duty of Care:** Board Members are required to exercise the utmost care in making business decisions. After Taking all available information into account, directors must act in a judicious manner that promotes the best interest of the organization.
- **Duty of Loyalty:** Board members are responsible to act at all times in the best interest of the organization, being completely loyal to the organization, avoiding possible conflicts of interest, and not using their role for corporate opportunity or personal gain.
- **Duty of Obedience:** Board Members are expected to act in accordance with the organizations' mission, bylaws, and policies while also obeying laws, rules, and regulations.
- **Duty to Manage Accounts:** Board members are responsible for ensuring the financial accountability of GGFYP. Attend board meetings informed and prepared by reading through the board meeting packet in advance. Board members and the Executive Director are responsible to keep the organization fiscally sound and ensure that it operates in a fiscally responsible manner.
- **Duty of Compliance:** Board members have a duty to be faithful to the GGFYP's purposes and comply with the organization's governing documents. They are also under a duty to be familiar with the laws that apply to the organization and to comply with those state and federal laws that relate to the charity and its business operations.

ELIGIBILITY REQUIREMENTS

GGFYP Board of Directors is a working board, this means the board of directors handles both high-level governance and assists the Executive Director with operational tasks.

1. **Current (or will be a current) member of GGFYP.** If you are not a current registered member of GGFYP, you will need to register in order to be eligible to be selected.
2. **Able to attend GGFYP's monthly board meetings** and additional committee meetings as needed.
3. **Can dedicate 5 - 10 hours a month** to support and/or assist with GGFYP activities, board responsibilities, and other duties as assigned by the Board of Directors.



DESCRIPTION OF RESPONSIBILITIES

The following responsibilities are specific to the Greater Grand Forks Young Professionals and articulated for the purpose of complementing or clarifying certain aspects of the governing responsibilities of board members.

1. **Committed to the mission and goals** of the Greater Grand Forks Young Professionals.
2. **Attend meeting of the Board of Directors.** Meetings happen on a monthly basis. Board members are encouraged to attend every meeting. Minimum attendance expected of each individual board member is 75%.
3. **Represent the Greater Grand Forks Young Professionals.** Be familiar with and speak in support of GGFYP and allow their name to be used in support of GGFYP's mission.
4. **Be a connection.** Be friendly and welcoming to all GGFYP members. Be available to help connect or recruit new members to the organization. Encourage frequent participation by informing GGFYP members of upcoming events and opportunities to get involved.
5. **Complete role specific duties in a respectful and timely manner.**
6. **Develop funding support.** Assist GGFYP and staff in its development and fundraising efforts by arranging introductions, assisting with outreach efforts, and otherwise opening doors to funding sources. Each board member who represents a corporation is asked to seek organizational support at one of the 5 levels of sponsorship.
7. **Contribute expertise and participate in strategic development** of board and organization.
8. **Attend GGFYP programming on a regular basis.** Attendance at marquee GGFYP events such as Annual Launch and YP Regional Summit is expected.
9. **Disclose any potential conflict of interest with the Greater Grand Forks Young Professionals.**

I understand that as a member of the Board of Directors of the Greater Grand Forks Young Professionals, I will be held accountable to the expectations above on an annual basis.

Printed Name & Signature

Date