



## BOARD OF DIRECTOR ROLES and RESPONSIBILITIES

The Cincinnati Center for Autism (CCA) Board of Directors is governed by its Code of Regulations. In addition, board members will understand and fulfill the following expectations.

### General Expectations

- Know and respect CCA's mission, vision, goals, policies, by-laws, and procedures.
- Bring specific experience or knowledge in at least one area to benefit CCA which can include administration, finance, human resources, program operations, building management, marketing, or fundraising.
- Serve in leadership positions or undertake special assignments enthusiastically.
- Welcome information and seek the best available advice and contribute your perspective and skills.
- Board members have no special privileges, prerogatives, or authority. Organizational decisions can only be made in formal session.
- Serve CCA rather than any special interest group, avoid even the appearance of conflict of interest and behave with fairness, ethics, and personal integrity even when not obliged to do so by law.
- Participate fully in board discussions and support the majority decisions even when they are not your personal preference.
- Maintain confidentiality of the board's meetings.
- Speak for the board or CCA only when authorized to do so by the Board of Directors.
- Ensure that significant policy-related matters are brought to the board and committees as appropriate.
- Each board member is asked to cultivate future board members to perpetuate the cycle of board members upon expiration of the board terms.
- Each board member is asked to serve at least two years.

### Relationship with Staff

- Work with staff as a partner in conducting the mission and vision of CCA. Maintain board oversight while not interfering with day-to-day administration and tasks of individual staff.
- Avoid asking for special favors of or issuing directives to the staff.

### Fiduciary Responsibilities

- Exercise prudence in the expenditure of CCA's funds.
- Read and understand CCA's financial statements and otherwise help the board fulfill its fiduciary responsibility.

### Fundraising

- Board members are expected to assist with fund development. This expectation might include making calls and soliciting other major donors, former board members or former committee members. The goals of these calls may be cultivating new donors and/or acknowledging existing donors.
- Providing assistance in other areas such as planning fundraising events and obtaining grant funding.
- Participating in fundraising events,
- Give what is for you as generous a financial donation as possible and participate in CCA fundraising and other events.

### Meetings

- The board will hold regular meetings and the agenda and time for these meetings will be set forth in advance by the President (or their designee) and the Executive Director.
- All board members will regularly attend board meetings.

#### Committees

- There will be several committees that are established to assist the board of directors in making decisions.
- All board members are asked to lead or co-lead a committee. All committees will have at least one board member. The committee lead will function as the liaison between the committee and the larger board.
- Relevant staff members may be asked to serve as a member of appropriate board committees.

#### Committee Responsibilities

- Executive Committee: President, Vice President, Secretary and Treasurer
  - Executive committee acts on behalf of the board during on-demand activities that occur between meetings (these acts are later presented for full board review) and is responsible for the evaluation of the Executive Director.
  - President oversees board and executive committee meetings, leads the search for a new Executive Director as needed, and collaborates with the Executive Director to prepare board agendas, ensure board resolutions are followed; develops board committees and appoints committee chairs.
  - Vice President fills in for the President and takes on any duties the president assigns.
  - Secretary ensures the accuracy of board minutes and acts as a steward of board materials. The secretary leads board meetings when the President and Vice President are absent.
  - Treasurer must have solid understanding of nonprofit financial accounting and ensures financial reports are provided to board members for review. Treasurer leads the finance committee and helps guide the board's financial responsibilities, including the board's review and approval of the budget and annual audit.
- Finance Committee
  - Oversees development of the budget; ensures accurate tracking, monitoring, accountability for funds; ensures adequate financial controls; reviews major grants, insurance, and associated terms.
  - Responsible for other financial related matters
- Governance and Ethics Committee:
  - Ensures effective board processes, structures, and roles, including committee development; keeps list of potential board members and develops board orientation materials. Develops guidelines for ensuring ethical behavior and resolving ethical conflicts.
  - Guides development, review and authorization of HR policies and procedures; assists President with leadership and management matters as needed.
- Facilities Committee:
  - Oversees all activities associated with the operation, maintenance, safety and security of all buildings, grounds, furnishings, and equipment owned and operated by CCA; review all requests including structural changes and remodeling, and determine what, if any, action should be taken within approved budget; requests beyond approved budget to be reviewed with the finance committee.
  - Stay informed of and comply with all code compliance and OSHA requirements.
- Development Committee:
  - Work with staff to develop fundraising strategies and plans.
  - Develop relationships and fostering a positive image of CCA within the community.
  - Engage with existing and potential donors.
  - Facilitate active board participation in interactions with corporate and individual donors.
  - Monitor execution of fundraising plans, including performance against goals, cost-effectiveness, and compliance with legal and ethical standards.
- Program and Operations Committee:
  - Ensures sound evaluation of CCA services/programs, including outcomes, goals, data, analysis and resulting adjustments.
  - Monitors student and staff safety and makes recommendations for improvements.

- Guides development of service delivery mechanisms may include evaluation of the services, link between the board and the staff on program's activities.
- Ad-hoc Committees
  - As needed different ad-hoc committees can be established for usually short-term projects.

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