

ALZHEIMER'S ASSOCIATION NATIONAL CAPITAL AREA CHAPTER

Board Responsibilities and Requirements

1.	Mission	To define the organization's mission – its purposes, programs, and priorities; and to participate in periodic strategic planning to review the mission and the vision of what the organization wants to be and do in coming years.
2.	Attendance	Attend board meetings, fundraising events, and represent the organization to the community.
3.	Chief Executive	Select, compensate, support, evaluate, and if necessary, proceed with actions for dismissal.
4.	Finances	Assuring financial responsibility: <ol style="list-style-type: none"> a. to approve the budget, and oversee adherence b. to contract for an independent audit c. to control investments of capital funds
5.	Program oversight and support	To oversee (not manage) and evaluate programs; to support the staff, including volunteer recruitment; and be an advocate in the community.
6.	Fund raising	To make an annual personal contribution; and to participate in identification, cultivation, and solicitations of prospective supporters.
7.	Board performance	To assure the board fulfills the foregoing responsibilities, and maintains the effectiveness of its own organization.
Personal Qualities		Concern for the Chapter's development and growth. Sensitivity to and tolerance of different views, a friendly, responsive and patient approach to the work of the association. Willingness to prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on given assignments. Contribute personally, cultivate and solicit funds. Use your contacts to open doors in the community, cultivate and recruit board members and other volunteers. Learn and understand the substantive programs of the association. Have a sense of humor.
Board size and terms of office		<ol style="list-style-type: none"> 1. The board shall have no more than 30, nor less than 6 members. 2. It is recommended that Board members serve for three-year terms, with a maximum of two consecutive terms. 3. At the end of two consecutive terms, a Board member must take one year off before being eligible for election again.