

{INSERT LOGO}

Board of Directors' Charter

Purpose

The primary function of the Board of Directors (the "Board") is to provide mission-based leadership and strategic governance to the {insert organization's name} ("Organization"). The Board will advise, govern, oversee policy and direction, and assist with the leadership and the general promotion of the Organization.

Responsibilities

The Board is responsible for:

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual operating budget
- Oversight of planning and evaluation
- Review of organizational and programmatic reports
- Compliance with all applicable laws and rules governing the operation and activities the Organization (including compliance with accreditation requirements)
- Promotion of the Organization and its mission and aspirational goals
- Donor engagement/fundraising and outreach
- Hiring, evaluation and retention of the Organization's CEO

Membership

The membership of the Board of Directors shall consist of a minimum of three Directors and may be increased by majority vote of the Board of Directors. Board members shall serve multiple three-year terms upon election by the Board.

Leadership/Officers of the Board

The Board of Directors shall be led by the Chair in concert with the Executive Committee. The officers of the Organization shall be the Chair, Vice Chair, Secretary and Treasurer elected by the Board of Directors and shall serve on the Executive Committee. Each Officer shall hold office for two years with the possibility of two consecutive terms.

The Board shall participate in an annual Board Member survey and a self-assessment.

Meetings

The Board shall meet formally at least **{monthly/quarterly}** or **{insert number of times annually}**.

- Meetings shall take place at the Organization's administrative office in **{insert city/town name}** and/or an alternate location as necessary.
- Committees of the Board meet an average of **{insert number}** times per year, depending their respective work.
- Board members are asked to attend a minimum of two special events or special meetings per year.