New Orleans Citizen Diplomacy Council
Board Member Job Description

1. Attend a minimum of four Board meetings per year.

2. Actively participate on at least one Board committee.

3. Be actively involved in funding the mission and operations of NOCDC. This includes working with other Board members and staff to identify potential funding sources, from family foundations to corporate and individual supporters. It means supporting membership drives and NOCDC events, by actively reaching out to individual contacts to become members and participate in events.

4. Make a personal financial contribution to the organization, and/or work with Board members and staff to obtain contributions. ***Each Board member commits to giving and/or raising a <u>minimum</u> of $300 per year, of which at least a portion is a personal contribution***. Board member personal contributions are due by March 31 of each year.

5. Be informed about NOCDC's mission, services and programs. Be willing and able to discuss them in various settings.

6. NOCDC depends on board members to support staff in conducting its programs successfully. Over the course of the year, board members are expected to participate as requested in key aspects such as professional meetings, home hospitality events and other programs, and to assist staff with finding resources to make these programs successful.

7. Respond in a timely fashion to all NOCDC-related communications, including those from staff and other Board members.

8. Review agenda, previous minutes and supporting materials prior to Board and committee meetings.

9. Review and understand NOCDC's budget and financial statements, and participate in active oversight of the organization's finances.

10. Express viewpoints and perspectives constructively and positively during Board and committee meetings, and listen respectfully while other members do the same. Disagreement is valuable when it happens respectfully and all involved work to find common ground and solutions.

11. Follow the organization's bylaws, conflict of interest policy and other organizational policies.