



Website: <https://literacycentral.org/>

Board of Directors Duties and Responsibilities

Each member of LVCC's Board of Directors is asked to contribute to our mission. We ask that you share your talents and skills to help achieve positive results for our organization. We ask that you be willing to work with others, listen to ideas, carefully consider important issues, and seek solutions to challenges. We ask that you demonstrate a commitment to the 17 communities we serve and to adults and families who want to achieve the literacy skills to thrive. In doing so, we anticipate the rewards will be significant as together we realize how WE can make a difference.

As a member of the Board of LVCC, I agree to do the following:

1. Understand and perform my duties as a Board Director that ensure legal and ethical integrity:
 - Be well-informed, prepared and involved in Board activities.
 - Act in the best interests of the organization, not personal advantage.
 - Ensure compliance with any laws and policies that govern the organization.
2. To support the mission and vision of LVCC.
3. Develop and ensure effective planning, including helping to implement and assess the long-range strategic plan.
4. To keep up to date on LVCC programs, documents, as well as trends and practices in the communities we serve.
5. To read financial reports to help ensure adequate financial resources and provide financial oversight.
6. To play an active role in stewarding donors for LVCC.
7. To financially make an annual pledge to the best of my ability.
8. To build and sustain a competent and diverse Board by working to introduce new people to LVCC and recruiting new Board Directors.
9. Prepare for and attend all Board and assigned Committee Meetings, notifying the President or the Secretary or Committee chair if a meeting is to be missed.
10. Respond to communication and requests for information within a timely manner and deadlines if they are requested.
11. To select an Executive Director when there is a vacancy.
12. To support the Executive Director and perform an annual assessment.
13. To enhance the organization's public standing and garner support from the community.