



## **Family Pathways Board of Directors**

### **Position Description**

**Position Summary:** To advise, govern, oversee policy and organizational direction. To assist with leadership and general promotion of Family Pathways to advance the organization's mission, vision, and strategic goals. Respecting day-to-day operations to be led by Family Pathways' Executive Director and leadership. The Board of Directors and Executive Director relationship is both critical and expected.

**Mission:** Family Pathways works alongside people to enhance lives through a continuum of essential services and, together with the community, champions positive social change.

**Vision:** Every Voice. Every Possibility. Every Day.

**Guiding Principles:** Collaboration, Communication, Creativity, Equity, Integrity, Positivity, and Respect.

### **Board Member Roles and Responsibilities**

- Follow all Bylaws that apply to the governance and operations of Family Pathways.
- Serve as a trusted advisor to the Executive Director in developing and executing strategic plans and goals.
- Manage the affairs of Family Pathways and ensure that the records and resolutions of the Board and organization are accurate and maintained.
- Manage the Board of Director's affairs, including management of committees and assisting the Executive Director in identifying, recruiting, and onboarding additional Board members.
- Define the mission of Family Pathways and the strategic direction for its actions. Adjust and refine these periodically.
- Ensure that community interests and needs are the driving force for Family Pathway's strategic direction and program development.
- Promote the mission, vision, goals and objectives of Family Pathways within the community, and work to enhance the organization's public standing.
- Establish criteria for future and current program review and assure that Family Pathways programs are periodically evaluated.
- Assure that funds are managed well, that checks and balances are in place to protect against misuse and assure that financial records are thorough and complete.
- Become familiar with Family Pathways finances, budget, and financial/resource needs and approve an annual budget and audit reports.
- Ensure that the needed funds are available to operate Family Pathways and its programs.

- Assist in determining policies and procedures in the areas of personnel, planning, evaluation, budget and finance and other areas as determined by the Board.
- Serve on committees and workgroups as identified and organized by the Board and/or organization.
- Board members will prioritize Family Pathways as a philanthropic and volunteerism priority based on their individual ability and circumstances.
- Hire, supervise, support, and evaluate the Executive Director.

### **Board Member Expectations**

**Length of term:** Three years per term, with a maximum of two continuous consecutive terms (6 years total).

### **Meetings and time commitment:**

- Regularly attend and participate in meetings, campaigns, and special events.
- Currently the Board of Directors usually meets on the last Tuesday of each month 5:00pm to 7:00pm. Meetings are via online platform such as Zoom with the goal of an in-person meeting once a quarter at the Family Pathways Administration Offices in North Branch, MN.
- Officers and additional committees of the board meet an average of once per month, pending their respective work agenda.
- Board Members are asked to attend at least two campaigns, events or special meetings per year, as they are determined.

### **Qualifications:**

- Commitment to understand and serve others in need in our communities.
- Possess passion towards Family Pathways mission, vision, guiding principles, and programs.
- Strong diplomatic skills to help move priorities forward in a constructive manner.
- Ability to lead and promote Family Pathways as a key ambassador.
- To volunteer time, energy, and talents without compensation to further Family Pathways ability to best serve others.