



## **LANCASTER OSTEOPATHIC HEALTH FOUNDATION AND SUPPORTING ORGANIZATION**

### **Board Member Responsibilities**

#### Responsibilities

Board Members are responsible for developing policies, procedures and regulations for the operation of LOHF, and monitoring financial health, programs and overall performance. They are required to maintain a working knowledge of finances, operations, program and legal framework.

#### Governance

- Establish and amend By-laws
- Elect Directors and Officers, who also serve as the directors of the supporting organization
- Avoid all conflicts of interest and the appearance of such
- Prepare for and actively participate in all Board meetings, in part by reading the distributed materials in advance of the meeting
- Attend and participate actively in regular Board meetings (six times a year)
- Participate actively on at least one committee or task force
- Consider serving the board in a leadership position, as a Committee Chair or as an Officer
- Respect the confidentiality of Board deliberations
- Assess the Board's strategies, decisions, strengths, needs and performance regularly
- Recommend potential Board Members to the Nominating Committee
- Mentor new Board members

#### Strategic Stewardship

- Establish overall long and short term goals, objectives and priorities in meeting the needs of the Lancaster County community, and develop a strategic plan
- Recommend organizational policy changes as needed
- Hire and, when necessary, terminate the employment of the Executive Director
- Participate in the evaluation of the Executive Director

#### Programmatic Stewardship

- Be acquainted with the objectives, policies and programs of LOHF
- Set grantmaking focus and goals
- Monitor grantmaking program strategies
- Determine discretionary grant policy



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- Ensure the creative and effective achievement of these grantmaking goals.

#### Financial Stewardship

- Monitor and evaluate the effectiveness of LOHF through a regular review of programs and services
- Take an active part in reviewing, approving and monitoring the budget, investments, audit, tax returns and financial policies
- Take an active part in reviewing, approving and selecting the investment manager
- Oversee the financial soundness of LOHF

#### Fundraising

- Make LOHF a priority for your charitable giving
- Suggest potential new donors for the donor list
- Write personal notes on fundraising letters
- Accompany the Executive Director on major donor solicitations
- Support special events by attending, inviting others to attend, and when possible underwriting or finding underwriting

#### Ambassadorship

- Positively represent LOHF to the public
- Open doors for LOHF, the Executive Director and other Board members within your sphere of influence
- Assist in marketing and public relations by helping in the preparation and distribution of LOHF newsletters and other marketing materials.

#### Personal Characteristics

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
- Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and



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- understand financial statements, learn more about the substantive program area of the organization.
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for the foundation's development, and a sense of humor.

*Revised December 2014*

*Revised and Adopted June 2010*