



## **BOARD OF DIRECTOR'S PACKET**

*Texas Center for the Missing brings hope and healing to the missing and their families through crisis intervention, prevention and community education.*



## OBLIGATIONS OF THE DIRECTOR

1. Determine the vision and the mission of the organization and support it.
2. Hire, terminate, and evaluate the Chief Executive Officer and support him/her in the exercise of his/her duties.
3. Ensure effective organizational planning, both operational and strategic.
4. Ensure adequate resources for the organization. As a board member personally make a significant annual financial contribution, the minimum amount being \$1,000. In addition assist in planning, development, and implementation of fundraising strategies.
5. Ensure that resources are managed prudently and effectively. Provide oversight for the budget process, review fiscal policies and procedures, and ensure that an annual audit by an independent auditor takes place.
6. Ensure that programs and services provided are consistent with the vision and mission of the organization. Provide oversight for the programs/services provided; ensure that proper policies and procedures are in place.
7. Advocate for the organization to others and participate in promotional efforts if asked to do so.
8. Ensure the well being of the organization through adequate risk management, as it is the board's obligation to protect people, preserve assets, and conserve resources.
9. Ensure the proper execution of the board's legal and ethical responsibilities by establishing policies and procedures that guide the board's conduct.
10. Recruit good people to serve as volunteers on committees or board. Ensure that new board members receive proper orientation to the organization.
11. Set standards for board participation and participate in an annual board assessment.
12. Participate in bi-annual (even numbered years) Board Retreat and Strategic Planning Session.
13. Serve willingly and enthusiastically in a leadership position or on at least one committee.
14. Respect the chain of command and discuss your concerns with your chair.
15. Attend board meetings, read materials in advance, and be prepared to participate.
16. Serve as a volunteer when not serving in an official capacity.



## BOARD MEMBER AGREEMENT

*(revised from the original by Jan Masaoka)*

I, \_\_\_\_\_, understand that as a member of the Board of Directors of Texas Center for the Missing, I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

*As part of my responsibilities as a board member:*

1. I will interpret the organization's work and value to the community, represent the organization, and act as a spokesperson.
2. I will attend at least 75% of board meetings, committee meetings, and special events.
3. I will make a personal financial contribution at a level that is meaningful to me.
4. I will actively participate in one or more fundraising activities.
5. I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
6. I will stay informed about what is going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other board matters.
7. I will work in good faith with staff and other board members as partners towards achievement of our goals.
8. If I don't fulfill these commitments to the organization, I will expect the board chair to call me and discuss my responsibilities with me.

*In turn, the organization will be responsible to me in several ways:*

1. I will be sent, without request, quarterly financial reports and an update of organizational activities that allow me to meet the "prudent person" section of the law.
2. Opportunities will be offered to me to discuss with the CEO and the board chair the organization's programs, goals, activities, and status; additionally, I can request such opportunities.
3. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working, and by offering me opportunities for professional development as a board member.

4. Board members and staff will respond in a straightforward fashion to questions I have that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization. Board members and staff will work in good faith with me towards achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the board chair and CEO to discuss these responsibilities.

Signed:

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Member, Board of Directors

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Chair, Board of Directors



## CONFLICT OF INTEREST POLICY

*Conflicts of interest are circumstances that could potentially create a conflict between a Director's personal or professional interests and Texas Center for the Missing's business interest. This could include financial benefits arising from a Board action or vote.*

- I agree, as a member of the Board of Directors of Texas Center for the Missing to avoid all conflicts of interest or even the appearance of a conflict of interest.
- I agree to the organization's policy that prohibits or limits business transactions with board members and requires board members to disclose potential conflicts.
- I agree to disclose any conflicts when they occur so that other board members who are voting on a decision are aware that my interests are being affected.
- I agree to withdraw from decisions that present a potential conflict.
- I agree to support the organization's procedures, such as competitive bids, that ensure that the organization is receiving fair value in the transaction.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_



## PRIVACY POLICY

Texas Center for the Missing staff, volunteers, and board members will not sell, loan, or trade any confidential client, donor or volunteer information with any outside entity.

Nor will we share any personal information about any client, donor, or volunteer with any third parties for their marketing purposes.

No information of any kind about any client, donor, or volunteer will be provided to any other entity in existence without express written permission.

All use of confidential information in any way is strictly prohibited.

We do not sell, trade, or share our address or mailing lists with any other entity.



## BOARD MEMBER INFORMATION FORM

NAME: \_\_\_\_\_

SPOUSE'S NAME: \_\_\_\_\_

NAME(S) OF CHILD(REN): \_\_\_\_\_

### **WORK:**

TITLE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

TYPE OF INDUSTRY: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

BUSINESS EMAIL: \_\_\_\_\_

ASSISTANT PHONE: \_\_\_\_\_

ASSISTANT EMAIL: \_\_\_\_\_

### **PERSONAL:**

HOME ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

HOME EMAIL: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SEX: F M

ETHNICITY: \_\_\_\_\_

### **EMERGENCY CONTACT INFORMATION:**

CONTACT NAME: \_\_\_\_\_

CONTACT PHONE (AND TYPE): \_\_\_\_\_

CONTACT'S RELATIONSHIP TO BOARD MEMBER: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

### **OTHER:**

OTHER BOARDS AND AFFILIATIONS: \_\_\_\_\_

SPECIAL INTERESTS / HOBBIES: \_\_\_\_\_