

# Unity House of Cayuga County

## Job Description: Member, Board of Directors

### Statement of Purpose:

Unity House of Cayuga County Inc is a nonprofit human services agency that provides predominantly housing services for people with a variety of disabilities. In addition to housing the agency also provides case management, supported employment, day services as well as a non-clinic outpatient program (PROS). The Board of Directors has a legal and ethical responsibility to ensure that Unity House does the best work possible in pursuit of its goals. It is expected that board members believe in the purpose and the mission of the agency and will act responsibly and prudently as its stewards.

### Responsibilities:

- Ensure prudent use of all assets, including facility, people, and good will and provide oversight for all activities that advance Unity House’s effectiveness and sustainability.
- Ensure that Unity House obeys applicable laws and acts in accordance with ethical practices. Ensure that it adheres to its stated corporate purposes and that its activities advance its mission.
- Place the interests of Unity House before personal or professional concerns and avoid potential conflicts of interest when acting on behalf of the organization.
- Serve as a visible ambassador and advocate for Unity House; promote Unity House and its activities with business associates, friends, and other organizations.
- Serve as a voice of the community and communicate their needs and values as it pertains to the services of the agency.
- Make an annual financial contribution to the agency. Engage in fundraising/development activities of the agency. Ensure that the agency has a well executed fiscal management program that is responsive to agency needs and program funding changes.
- Engage in the ongoing strategic planning and evaluation of the mission of the organization and its defined goals and objectives. Work with fellow board members to establish a work plan that identifies and monitors key focus areas
- Hire, set the compensation for, and annually evaluate the performance of the Executive Director.
- Participate in board orientation during the first six months on the board.
- Participate in self and board evaluations.
- Maximize opportunities offered by the board and the agency for professional development as a board member.
- Help to mentor new board members during their first year on the board.
- Regularly attend Unity House special events and community events.
- Enhance Unity House’s standing in the community.

### Commitment Required:

- Attend Board meetings (approximately 10 regular meetings per year).
- Actively serve on at least one committee of the Board. Ad-hoc committees are appointed as necessary.
- Attend Board retreats and training workshops.

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Board Member Signature

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Date

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Board President Signature

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Date