



**The Haven Shelter and Services, Inc.
(The Haven)
Board Job Description**

Strategic Direction

- Establish and support The Haven's mission.
- Develop a strategic plan.
- Monitor the plan's results and adjust as necessary.

Resources

- Hire the agency director(s).
- Ensure adequate financial resources.
- Support the efforts of agency staff in raising funds.
- Build The Haven's standing in the community by sharing information about The Haven.
- Make introductions to individuals or organizations that can support The Haven's work.

Oversight

- Establish priorities and performance expectations for agency director(s).
- Support agency director(s) through introductions, advice, and counsel.
- Evaluate the director(s) performance.
- Ensure controls are in place to safeguard the organization's assets.
- Review and approve an annual budget
- Review financial performance throughout the year; take action as needed.
- Review and approve the audit and 990.
- Ensure policies are in place to protect the assets and standing of The Haven.

Governance

- Act with transparency and integrity.
- Ensure compliance with all laws.
- Develop Board-related policies for approval by the full Board.
- Determine the skills and experience required on the board.
- Cultivate, nominate, and onboard new Board members.
- Ensure the Board remains engaged and accountable.
- Serve on at least one regular or ad hoc committee.

... And what does that mean?

Purpose

- Serve on the Board as a voting member.
- Develop policies and regulations for the operation of The Haven
- Monitor finances, programs, and performance

Qualifications

- Commitment to The Haven's mission of preventing and eliminating intimate partner violence, sexual assault, and stalking within our service area.
- Familiarity with the community and its resources
- Willingness to serve as a resource to The Haven staff and fellow Board members.
- Adequate time to commit to board responsibilities. (See time commitment information below)

Board Responsibilities

General

- Establish policy
- Hire, supervise, and evaluate the director(s).
- Approve the agency budget.
- Secure adequate funds to meet the approved budget.
- Monitor finances.
- Maintain and update long-range plans.

Specific

- Be familiar with The Haven's mission, purposes, goals, policies, programs, strengths, and needs.
- Prepare for and attend both regular and committee meetings, demonstrating a commitment to Board activities.
- Actively participate in at least one Board committee.
- Be well-informed on issues and agenda items in advance of the meetings.
- Contribute skills, knowledge, and experience when appropriate.
- Make an annual personal financial contribution to The Haven according to personal means.
- Assist the Development Committee and staff in implementing strategies to identify and secure resources to support The Haven.
- Be knowledgeable about The Haven's budget and financial statements.
- Represent the organization as an ambassador both publicly and privately, as trained to do so.
- Be mindful of the community and professional image of the organization.
- Assume leadership roles in board activities, including fundraising.
- Educate yourself about the needs of the community The Haven serves.

Time Commitment

Term - 3 years - May serve up to two terms for a total of six years.

In General (Estimated) - 50-55 Hours/year

Meeting Attendance - 1-3 hours per month

- Regularly attend full Board meetings as scheduled - 7 meetings per year, approximately 1 hour to prepare + 2 hours per meeting - 21 hours.
- Attend standing and ad hoc committee meetings as assigned, time varies depending on the committee. Typically meet for 1 hour in the months that the Board does not meet and as needed to accomplish the goals of the committee. 6 meetings estimated - 6 hours

Training - Typically takes place over 2 Saturdays or as Board Member schedules allow.

- Attend necessary training to enhance Board skills - approximately 16 hours (estimated) during the first year on the Board. 3-6 hours in subsequent years.

Fundraising - Spread out throughout the year

- Outreach to donors - 2 hours (estimated)
- Participation in fundraising activities - 12 hours (estimated - might be higher for Development Committee members)

When working on specific projects, additional hours may be required. For example, when working on the strategic plan, the Board typically spends at least one full day together to workshop plans.

In FY 2026, some members of the Board may have to assist with interviews and planning for the hiring of new director(s) positions (s).