



## Arizona Autism Support Board Member Responsibilities

A Board of Directors of any group has four primary responsibilities:

1. Organizational Governance
2. Assurance of Executive Performance
3. Board Governance
4. Linkage with the Membership

These four functions are elaborated below, and specific manifestations related to ARIZONA AUTISM SUPPORT are elaborated under each section. The purpose of this document is to attempt to clarify philosophical and operational expectations for current and prospective members of the Board of Directors of ARIZONA AUTISM SUPPORT.

### ORGANIZATIONAL GOVERNANCE

The Board must create, and modify when appropriate, the written governing policies of the association. These policies include the definition of goals, the definition of executive limitations and responsibilities, financial planning, asset protection, an appropriate code of conduct, Board operations and performance.

The Board is responsible for setting the strategic directions of ARIZONA AUTISM SUPPORT. The Board, in conjunction with the ARIZONA AUTISM SUPPORT executive staff, define the directions, programs, services and outreach efforts of the organization. The Board has responsibility for approving the annual Program Plan and the associated budget, which defines the ARIZONA AUTISM SUPPORT programs and initiatives for each fiscal year.

The entire Board will review and approve any and all actions of the Executive Committee of the Board, which is empowered to act between Board meetings and under circumstances when a full Board meeting is not possible.

Board members of ARIZONA AUTISM SUPPORT have the ultimate fiduciary responsibility for the association, and are responsible for assuring that the association is fiscally sound and operated within procedures and policies that are sound, prudent and ethical.

The Board must approve all expenditures and contracts in excess of \$500..

### ASSURANCE OF EXECUTIVE PERFORMANCE

The Board has responsibility for the selection and termination of the President and Chief Executive Officer of ARIZONA AUTISM SUPPORT. The Board shall annually review and evaluate the performance of the President, provide written and oral feedback to the incumbent in this position, and set his or her annual salary. The President serves at the pleasure of the Board.

## BOARD GOVERNANCE

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The Board creates the policies and procedures for the governance of the Board. The Board takes the necessary steps to ensure that the members of the Board are knowledgeable about the association, including its culture and norms, the profession, the higher education enterprise which it serves, and the roles, responsibilities and performance of the Board. The Board nurtures the development of Board members as a cohesive working group, and regularly monitors its performance as a Board.

It is incumbent on each Board member to express his or her individual viewpoint in any and all discussions. Such discussion is expected to remain professional & respectful of all parties. In an instance where members have an issue with the actions of another board member, these shall be brought to the attention of the Chairperson and handled apart from the board discussion.

Once the Board collectively arrives at a position, it is expected and appropriate that all Board members publicly express their assent and support for the decisions of the Board.

Board members are expected to participate in fund raising, dues solicitations, etc. It is important that members refrain from potentially conflicting situations, such as representing another Autism organization in a sponsorship & corporate relations role during their term with Arizona Autism Support. This of course, does not imply that members cannot fundraise for other disability organizations, but it does require that when soliciting corporate contributions, members act in the best interests of Arizona Autism Support. It is also expected that members will only solicit funding for specific programs of Arizona Autism Support when directed, and will limit their solicitations to general public support.

A board member of ARIZONA AUTISM SUPPORT is expected to attend all Board meetings. Normally, there are four Board meetings annually. While it is understood that other commitments will occasionally preclude attendance, failure to attend three consecutive meetings or 50% of the meetings over a two year period shall constitute cause for removal from the Board.

All Board members are expected to have read the Board Agenda and all supporting materials prior to each Board meeting, in order to maximize the quality of the discussion, and to reduce the length of Board meetings as much as possible.

## LINKAGE WITH THE CONSITUTENCY

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The Board must develop and maintain healthy relationships with the constituents we serve, and, through linkages, help the organization keep in touch with current issues and set strategic directions.

All Board members should clearly understand that their role is to act in the broad best interest of the ARIZONA AUTISM SUPPORT constituency, supporting directions that serve all individuals with Autism & their family members.

It is expected that all Board members will act as emissaries for ARIZONA AUTISM SUPPORT, helping the organization make connections with various constituencies that a given Board member may have special connections, and occasionally represent the organization in making presentations, etc.

If these responsibilities are acceptable to you, please indicate your commitment by signing below and returning the document to Arizona Autism Support as soon as possible.

Signature \_\_\_\_\_

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

Date \_\_\_\_\_