



Responsibilities of Individual Board Members

1. Board members serve a three-year-term, with opportunities for up to two additional terms.
2. The board meets every other month, beginning in August, at the Buncombe PFC office.
3. Meetings are from 12:00 pm to 1:30 pm, usually on the third Wednesday of the month.
4. Members are asked to **attend at least 75% of the regular meetings** of the board. Call or email Office Manager, Sabrina DiCarlo, at (828) 407-2051 or at sabrina@buncombepfc.org, in advance to let us know you will not be in attendance if that is the case.
5. New members participate in a formal New Board Member Orientation.
6. Members serve on one board committee or ad hoc committee.
7. Members are asked to make a personal financial contribution to the organization each fiscal year. **We seek 100% participation**, the amount is determined by the individual board member, and no amount is considered too small.
8. Each board member is asked to function as a good will ambassador and spokesperson for the organization and its programs.
9. It is presumed that members will stay well informed about our business by carefully reading minutes of the board meetings, financial statements, and other materials. Members will take seriously the legal, fiscal and ethical responsibilities of board members.
10. Each board member will understand the importance of serving on the board, and make his/her particular expertise, contacts, and resources known and accessible.
11. Set policy and govern
12. Ensure effective management of resources including financial accountability