



## **TKG BOARD OF DIRECTORS - INDIVIDUAL BOARD MEMBER RESPONSIBILITIES**

### **General Responsibilities:**

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The Board of Directors is the guardian of the school's mission. It is the board's responsibility to ensure that the mission is relevant and vital to the community it serves and to monitor the success of the school in fulfilling its mission. Each board member is responsible for actively participating in the work of the TKG Board of Directors and the school. In addition to the responsibilities below, individual board members are expected to help each other fulfill the tasks outlined in the collective Job Description of the Board of Directors

### **Specific Responsibilities:**

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1. Believe in and be an active advocate and ambassador for the values and mission of TKG.
2. Work with fellow board members to fulfill the responsibilities of board membership.
3. Contribute to the effective operations of the Board of Directors:
  - a. Act in the best interest of the organization, and excuses oneself from discussions and votes where there is a conflict of interest.
  - b. Suggest agenda items periodically for board and committee meetings, to ensure that significant policy related matters are addressed.
  - c. Maintain confidentiality of the Board meetings and discussions.
  - d. Ask timely and substantive questions while supporting the majority decision.
  - e. Bring a sense of authenticity to the board's deliberations.
  - f. Act in the best interest of the organization, and excuse oneself from discussions and votes where there is a conflict of interest.
4. Regularly attend board and committee meetings. Prepare for these meetings by reviewing materials provided. If unable to attend, notify the board or committee chair.
5. Suggest nominees for the Board.
6. Participate in at least one committee and undertake special assignments willingly when asked.
7. Participate in the board self-appraisal.
8. Give an annual gift according to personal means and support fundraising and capital campaigns.