



"Come as You Are"

NORTH TEXAS PRIDE FOUNDATION

Board of Directors

Roles and Responsibilities

October 2023

Responsibilities:

The board of directors assume the following legal and financial responsibilities:

- Determines purpose and establishes mission of foundation.
- Sets policies for foundation.
- Communicates mission and achievements to the larger community.
- Maintains organizational integrity and accountability.
- Effectively plans to ensure the foundation's mission is carried out.
- If the foundation adds a position to handle daily operations of the foundation, board directors will be involved in hiring, providing oversight, assessing, and supporting said person.
- Cultivating resources, raising funds, and contributing to the foundation's bottom line.
- Meeting fiduciary responsibilities,
- Recruiting volunteers, board members and exercising ongoing self-management.

Appointment Process:

Any candidate wishing to be considered for appointment to the Board of Director of the North Texas Pride Foundation (NTPF), will apply and be interviewed by the board president and current Board of Directors.

Any candidate wishing to be considered for appointment to the Board of Directors of North Texas Pride Foundation (NTPF), may be subject to a background check as part of the appointment process.

Candidates appointed to the board will be required to be a board member intern for up to 6 months before being considered for board appointment.

Fundamental Duties:

The board of directors will follow a code of standards that incorporates the following fundamental duties:

- **Duty of Obedience**
 - Board members are to be faithful to the organization's mission.
 - Board members are to be knowledgeable about the business of the organization and exhibit proper stewardship and governance of the organization's legal and fiscal responsibilities, programs, and services.

- **Duty of Care**
 - Board members should exhibit the "level of care that an ordinary prudent person would exercise in a like position and under similar circumstances."
 - Board members are to be informed and able to exercise independent judgment, as demonstrated by regularly attending board meetings, being informed of board activities, and exercising independent judgment.

- **Duty of Loyalty**
 - Board members will put aside personal or constituent interests in favor of decisions that are in the best interest of the organization.
 - Board members will maintain confidentiality about the foundation's issues, interest, and plans. Information about the foundation's activities should not be disclosed unless the information is already known by the public or is on public record.
 - Board members must reveal any potential conflict of interest to the board and in sufficient detail to allow the board to respond.

Position: Board Director

Responsibilities and Duties:

Each individual board director is expected to:

- Know the organization's mission, policies, programs, and needs as well as understand its collective purpose.
- Faithfully read and understand the organization's financial statements and board materials in advance of meetings.
- Serve as active advocates and ambassadors for the organization.
- Fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission.
- Leverage connections, networks, and resources to develop collective action to achieve the organization's mission.
- Give a meaningful personal financial donation.
- Help identify personal connections that can benefit the organization's fundraising and reputational standing and influence public policy.
- Prepare for, attend, and conscientiously participate in board meetings.
- Participate fully in one or more committees or task forces.
- Engage in learning opportunities to better understand the community we serve.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Is an active participant in the committee's annual evaluation and planning efforts.
- Participates in fund raising for the organization.
- Respect the experiences of all who bring their voices and lived experiences into the board meetings and the organization.
- Uphold the legal duties and laws regarding nonprofit governance.
- Follow the organization's bylaws, policies, and board resolutions.
- Sign the annual conflict-of-interest disclosure and update it during the year, if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings.
- Maintain confidentiality about all internal matters of the organization.
- Discharge their duties, including any duties as committee members, in good faith, with ordinary care, and in a manner, they reasonably believe to be in the best interest of the foundation.
- Performs other responsibilities as assigned by the Board.

Compensation:

Service on North Texas Pride Foundation Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.

Length of Service: Two-year term.

Position: Board Chair/President

Responsibilities and Duties:

Board President is expected to:

- Be a member of the Board.
- Service as the Chief Volunteer of the organization.
- Provide leadership to the Board of Directors.
- Chairs meetings of the Board after developing the agenda.
- Encourages Board's role in strategic planning.
- Appoints the chairpersons of committees, in consultation with other board members.
- Serves ex-officio as a member of committees and attends their meetings when invited.
- Discusses issues confronting the organization with board members.
- Helps guide and mediate board actions with respect to organizational priorities and governance concerns.
- Monitors financial planning and financial reports.
- Plays a leading role in fundraising activities.
- Informally evaluates the effectiveness of the board members.
- Evaluates annually the performance of the organization in achieving its mission.
- Performs other responsibilities assigned by the board.

Compensation:

Service on North Texas Pride Foundation Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.

Length of Service: As determined by board.

Position: Board Vice-Chair/Vice-President

Responsibilities and Duties:

Board Vice President, in addition to the responsibilities outlines in board member and committee chair, is expected to:

- Be a member of the Board.
- Performs President responsibilities when the Board President cannot be available.
- Reports to the Board President
- Works closely with the Chair and other board members.
- Participates closely with the Chair to develop and implement office transition plans.
- Performs other responsibilities as assigned by the Board.

Compensation:

Service on North Texas Pride Foundation Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.

Length of Service: As determined by board.

Position: Committee Chair

Responsibilities and Duties:

Committee Chair, in addition to the responsibilities outlines in board member, is expected to:

- Be a member of the Board.
- Sets tone for committee work.
- Ensures that members have the information needed to do their jobs.
- Oversees the logistics of the committee's operations.
- Reports to the Board's President.
- Reports to the full board on committee's decisions/recommendations.
- Works closely with the board president, vice presidents and board members.
- Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
- Initiates and leads the committee's annual evaluation.
- Performs other responsibilities as assigned by the Board.

Compensation:

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Length of Service: As determined by the board president.

Position: Board Secretary

Responsibilities and Duties:

Board secretary, in addition to the responsibilities outlines in board member y is expected to:

- Be a member of the board.
- Maintain records of the board and ensure effective management of organization's records.
- Manages minutes of board meetings.
- Ensures minutes are distributed to members shortly after each meeting.
- If sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.
- Performs other responsibilities as assigned by the Board.

Compensation:

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Length of Service: As determined by the Board President.

Position: Board Treasurer

Responsibilities and Duties:

Board treasurer, in addition to the responsibilities outlines in board member is expected to:

- Be a member of the board.
- Manages finances of the organization.
- Administers fiscal matters of the organization.
- Provides an annual budget to the board for members' approval.
- Ensures development and board review of financial policies and procedures.
- Performs other responsibilities as assigned by the Board.

Compensation:

Service on North Texas Pride Foundation Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.

Length of Service: As determined by the Board President.