

Sister Cities of Delray Beach, Inc. Board of Directors Responsibilities and Expectations

Purpose: To advise, govern, oversee policy and direction, assist with the leadership and general promotion of Sister Cities of Delray Beach and to support the organization's mission and goals.

Responsibilities:

- Organizational leadership and advisement
- Selection and organization of the board of directors and officers
- Formulation and oversight of policies and procedures
- Management, which includes adoption and oversight of annual budget and any amendments thereafter
- Review of organizational and programmatic reports
- Promotion of the organization
- Develop resources necessary for the operation of the Corporation

Length of term: One Year

Meetings and time commitment:

- The Board of Directors regular meetings are scheduled January through December on the first Thursday of the month, 4:30pm, at Delray Beach City Hall. Meetings typically last 90 minutes or less and you cannot have more than three consecutive unexcused absences
- Committees of the board meet on an as needed basis
- Board members are asked to assist with at least two fundraising events per year

Expectations of board members:

- Attend and participate in meetings on a regular basis
- Assist with at least two fundraising events per year
- Participate on a standing committee of the board
- Be alert to community concerns that may be addressed in accordance to the mission, objectives and programs provided by Sister Cities of Delray Beach
- Understand the policies and procedures of Sister Cities of Delray Beach