

The Brain Injury Association of North Carolina (BIANC) Board Member Job Description

BIANC Board members are elected for a three-year term and may be re-elected for a second consecutive three-year term. They are expected to attend quarterly Board meetings and be a member of at least one committee which will typically meet by telephone conference call between Board meetings or participate in a project which benefits the Association. Most Board meetings are held in Burlington, NC – the geographic center of the state. One Board meeting will be held via conference call to accommodate summer vacation travel schedules.

Travel arrangements are the responsibility of the Board member, but travel reimbursement may be available for expenses incurred by survivors of brain injury or family members upon request. The Board consists of a minimum of 15 and maximum of 21 Directors. At least one-third of the members of the Board will be survivors of brain injury or family members.

Basic Requirements – All Board members will possess:

- 1) An interest in improving the lives of persons with brain injury and their families
- 2) A concern for promoting BIANC's role in the state.
- 3) Skills/interest in one or more areas that will contribute to the success of the Association.
- 4) Ability and willingness to listen with an open mind and contribute ideas.

General Responsibilities – All Board members are required to:

- 1) Make a firm commitment to help achieve the Board's goals and objectives;
- 2) Possess and use specific skills and contacts for the betterment of BIANC;
- 3) Become familiar with the Associations's operation including organizational structure, staffing, projects, and budget.

Specific Responsibilities – All Board members are required to:

- 1) Participate in orientation just prior to assuming a role as a Board member;
- 2) Commit to attend one Board meeting each quarter. Absences may be excused with prior notice. However, individuals who have other commitments which may routinely conflict with Board meeting attendance should not consider membership on the Board;
- 3) Commit to an average of 2 to 3 hours each month for committee meetings or BIANC-related activities;
- 4) Support and participate in fund-raising activities;

- 5) Engage in creative strategic planning with other Board members and staff;
- 6) Assume responsibility for the disposition of BIANC resources in a manner that is both legal and in the best interests of BIANC and the people it serves; and
- 7) Participate in an annual self-assessment regarding contribution to the Board.

Role of the Board of Directors

- 1) Develops and maintains annual BIANC short and long range goals and objectives
- 2). Maintains authority and responsibility for policies, procedures and programs.
- 3). Ensures continued financial stability of the organization.
- 4) Encourages appropriate non-board individuals to serve on task/adhoc committees
- 5). Promotes a positive and productive work environment for the staff
- 6). Develops and oversees personnel policies.
- 7).Conducts annual evaluation of Executive Director.