



Vermont Kin As Parents

33 Blair Park Rd., Suite 100B, P.O. Box 415, Williston, Vermont 05495
802-871-5104 or 802-871-5109** www.vermontkinasparents.org

VKAP Board of Directors Job Description

Individual Board Member Responsibilities:

- ◆ Pledge support and commit to carry out the mission of Vermont Kin As Parents. Be informed about VKAP's mission, services, policies and programs.
- ◆ Regularly attend board and committee meetings as scheduled throughout the year. Review agenda and supporting materials prior to the board and committee meetings.
- ◆ Oversee all VKAP programs, set policies, participate in strategic planning for the future, and ensure that VKAP meets its obligations towards its agency partners, major funders, contributors, staff, and other stakeholders.
- ◆ Share responsibility for the fiscal well-being of VKAP. Understand VKAP's annual budget and periodic financial statements, and take an active role to ensure that VKAP's resources are appropriately balanced.
- ◆ Support and participate in the effort to raise funds to help balance the annual budget. Board members can help in a variety of ways to help meet this goal. (For example, making in-kind contributions or organizing and participating in a fundraiser.)
- ◆ Make a personal financial or an in-kind contribution to VKAP each year.
- ◆ Commitment to the VKAP Board Directors will involve an average of 4-6 hours per month, including time for reading handouts, participating in committee work and periodic fund-raising activities.

VKAP staff will support each member of the Board of Directors by:

- ◆ Providing copies of the agency's financial statements, Board minutes, and other reports that will allow members to understand the agency's fiscal condition and operations.
- ◆ Including Board members in all discussions that affect the Board's oversight of the agency and answer questions about these matters.
- ◆ Maintaining liability insurance that covers VKAP board members.

VKAP meets from 9:00 to 11:00 a.m. the second Friday of the month.

Strengthening families raising the children of relatives.