



THE PEACE RESOURCE CENTER OF SAN DIEGO

...working for peace, with justice and sustainability, through nonviolence.

PRC Board Member Job Description

The job of each board member, individually and collectively, is to advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Peace Resource Center so as to support the organization's mission and vision.

Board members and the organization will together:

1. Recognize and integrate nonviolence as the key guiding value of the PRC.
2. Consider the well-being and interests of the community.
3. Follow all applicable laws and legal duties of a Board, as well as PRC's Code of Ethics.
4. Treat each person with dignity, working to respect the person as they reasonably request.
5. Be active listeners, responsive and inclusive.
6. Communicate decisions as "one voice" to the community.
7. Be an ambassador-advocate for the mission, and work in good faith toward our goals.

The organization will be responsible to board members in the following ways:

1. Work to make board membership a satisfying and enjoyable experience.
2. Be sensitive of each board member's time and needs, both in and out of meetings.
3. Facilitate meaningful, welcoming, and efficient meetings where all members' input is carefully considered in order to reach decisions by consensus.
4. Offer opportunities to discuss the organization's activities, programs, status, and goals.
5. Provide board members with the necessary tools to do their job, such as orientation, ongoing education, retreats, governing toolkits, communication tools, etc.
6. Facilitate education about issues in which we are working and offer opportunities for professional development as a board member.
7. Communicate the fiscal, legal, and ethical responsibilities and challenges to the board to allow for advice, approval, and/or appropriate follow-through action with care.

As a board member, I have the following responsibilities:

1. Hold a PRC Membership and financially support the PRC in a manner commensurate with ability.
2. Get to know other board members and build a collegial working relationship that contributes to consensus.
3. Maintain a serious commitment to participate actively in the work of the PRC, including fundraising, evaluation, and planning efforts. Stay cognizant and up-to-date about what's going on in the PRC. Ask questions and request information. Participate in and take responsibility for decision-making on issues, policies, and other matters. Do not stay silent if there are questions or concerns.
4. Regularly attend and come prepared to board meetings and important related meetings. Stay informed about board matters, and review and comment on appropriate documents and reports.
5. Understand and uphold the by-laws, policies, and procedures of the PRC. Help develop committees of the board and serve on at least one committee and ad-hoc committees as necessary.
6. Seek opportunities for growth. Encourage and participate in development of the board and staff.
7. Be alert to community and global concerns that can be addressed by the PRC mission, objectives, and programs. Suggest creative, interesting, meaningful activities and events to promote peace within the community and world. Inspire and entuse others to become active with the PRC.

I understand that as a member of the Board of Directors of this organization, I have a legal and ethical responsibility to help that the organization does the best work possible in pursuit of its goals. I believe in the organization's purpose and mission, and I will act responsibly and prudently as its steward.

Board Member Signed: _____ Date _____
Printed Name: _____

Board President Signed: _____ Date _____
Printed Name: _____