

# DIRECTOR

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## **ACCOUNTABILITY**

He/she is accountable to the Board for the fulfillment of the duties and responsibilities outlined below.

## **AUTHORITY**

All Board members report to the Board Chair.

## **ROLES AND RESPONSIBILITIES**

- Duties of Care, Loyalty and Obedience per the California state law.
- Create and uphold the PESA organization's purpose.
- Advance PESA's mission.
- Ensure effective short and longer term planning.
- Prepare for and participate in required meetings.
- Select the CEO:
  - Agree on compensation levels
  - Assess CEO performance
- Assist in maintaining PESA's financial integrity:
  - Budgeting
  - Accounting/ reporting
  - Investment oversight
- Support fundraising and protect resources.
  - Meet the "give/get" annual requirement.
  - Ensure matching donations are used appropriately.
- Advocate for the PESA organization.
- Recruit new board members.
- Assess board performance.

## **TIME COMMITMENT**

The Director is committed to scheduling the time necessary to prepare and participate in PESA board meetings.

## **COMPENSATION**

This is a volunteer position.

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## **TERM OF OFFICE**

Directors are elected at the annual meeting of the Board of Directors, or at any time, by majority action of the board for a term of three (3) years, commencing on the date of such election, and shall hold office until the expiration of the term for which elected and until a successor is elected and qualified. No director may serve for more than two terms, whether consecutive or otherwise.

## **COMMITTEE MEMBERSHIP**

Assist on committees as requested.

## **QUALIFICATIONS**

- Familiarity with the structure, purpose and programs of the PESA organization.
- Able to work cooperatively as a team member, supporting the board's decisions even if they differ from yours.
- Comfortable with basic computer skills like word processing, email communication, Zoom conference calls, etc.
- Capable of reading and understanding the organization's summary financial statements.