

# **RESPONSIBILITIES OF HILLTOWN CDC BOARD MEMBERS**

HCDC Board Members have the following duties and responsibilities to ensure that the organization operates within the law, has fiduciary oversight, and adopts programs conducive to carrying out its mission.

The Mission of HCDC is to improve the quality of life in the Hilltowns by addressing the economic, environmental and social needs while preserving the rural integrity of the area. The long-term goal of the organization is to improve the economic self-sufficiency of the Hilltowns by providing local employment opportunities and support services for hilltown residents.

1. Board members must understand, support and advocate for the mission and programs of the HCDC.
2. Board members have fiduciary responsibility for the HCDC: understand its budget; be active in planning that budget; and, plan the fundraising to meet that budget.
3. Board members have responsibilities, which include knowing and approving all policies and overseeing the implementation of those policies.
4. Each board member is required to be a member of the HCDC and is encouraged to make a donation to the HCDC according to his or her means.
5. Board members are expected to actively engage in fundraising for the organization, in whatever ways are best suited to them. These activities may include selling raffle tickets, individual solicitation, doing special events, writing mail appeals, sharing names of friends, acquaintances, co-workers, etc.
6. Each board member will join at least one board committee.
7. Board members are expected to attend monthly board meetings and to participate in at least one committee. Board members are expected to contribute approximately 4 hours monthly to board and committee activities.
8. It is important that board members carry out the above agreements to the best of their abilities. It is essential that he or she can depend on every other board member to do the same. This trust is vital to the effective functioning of the board and the HCDC.
9. Board members understand that if they are unable to fulfill these commitments, they will inform the President of the Board.

I, \_\_\_\_\_, have read and understood my responsibilities as a board member of the Hilltown CDC.

---

Board Member Signature (upon joining)

---

Date of Acceptance