



Board of Trustees Job Description

Purpose: To lead Team Recovery (TR) toward the goals and mission it has set for itself, to passionately and enthusiastically carry a message of strength and hope to anyone affected by the disease of addiction.

Members Shall:

1. Have demonstrated achievements in business, public service, or education;
2. Possess the requisite intelligence, education, and experience to make a significant contribution to the board;
3. Bring a range of skills and diverse perspectives;
4. Have the highest ethical standards, a strong sense of professionalism, and intense dedication to serving the interests of those affected by the disease of addiction;
5. Maintain confidentiality at all times;
6. Be a donor of record;
7. Serve on a sub-committee of Board of Trustees;
8. Attend 75% of Board meetings and/ or make provisions for tele-conferencing.

Responsibilities:

1. Ensure and fulfill the mission, values, and strategic plan of TR.
2. Elect Board members, who are able and willing to manage the Board and to maintain the integrity of the structure and process that the Board has determined is best.
3. The President of TR is responsible for ensuring the mission, within the Board established parameters. The Board of Trustees governs in a manner that supports and evaluates the President of TR, keeping in mind the best interest of Team Recovery Toledo.
4. Monitor the performance of Team Recovery Toledo relative to the achievement of the goals/outcomes set forth in the strategic plan.
5. Work with the President of TR, ensuring that they serve separate complimentary roles and function in a trust relationship.

6. Govern through policies, which are constantly improved as the Board learns and adjusts to changing internal and external factors of the current day.
7. Form committees that speak to the Board, ie. Finance, Staffing, Quality Improvement, Prevention, Volunteering, Activities, Fundraising, Strategic Planning, Governance, etc.
8. Insist on effective meetings, which include materials in advance, time for social interaction and learning, and agendas focused on established goals and policies.
9. Be accountable through legal, financial, and program audits, avoidance of conflict of interests, assessment of results, self-evaluation of the Board as a whole and of individual board members.
10. Pursue excellence by keeping Board members forward-thinking and focused on outcomes and results, on disciplining themselves, and on effectual change.
11. Maintains confidentiality at all times.