



SAEDA BOARD OF DIRECTORS JOB DESCRIPTION

1) Chair of the Board

Function:

- Is a member of the Board
- Assure that the Board fulfills its responsibilities in regard to SAEDA's institutional governance.
- Act as a partner to the SAEDA co-directors, helping them to achieve the mission of the Institution.

Responsibilities:

- Chair Board meetings.
- Sees that the Board functions effectively, interacts with management optimally, and fulfills all of its duties.
- Develop agendas with SAEDA co-directors.
- Recommend composition of the Board.
- Recommend successions for exiting board members.
- Help guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Present to the Board an evaluation of the pace, direction, and organizational strength of the organization.
- Annually focus the Board's attention on matters of institutional governance that relate to its own structure, role, and relationship to SAEDA management.
- Provide leadership to the Board of Directors, who set policy and to whom SAEDA co-directors are accountable.
- Encourage Board's role in strategic planning
- Assist the co-directors in recruiting Board members & other human resources be it voluntary, or staff as required.
- Act as mediator in addressing concerns raised by the Board, co-directors, employees, volunteers and/or other SAEDA stakeholders
- Discuss issues confronting the organization with the co-directors.
- Monitor financial planning and financial reports.
- Formally evaluate the performance of the co-directors and informally evaluate the effectiveness of the Board members.
- Evaluate annually the performance of the organization in achieving its mission.
- Serve as an alternate spokesperson.
- Fulfill such other assignments as agreed are appropriate and required for the Chair to perform.
- Fulfills his/her role voluntarily, without monetary compensation



SAEDA BOARD OF DIRECTORS JOB DESCRIPTION

2) Board Member

Function:

Provide governance to the organization, represent it to the community, and accept the legal authority for it.

Duties:

Planning

-Approve the Institution's philosophy and review the management's performance in achieving it.

-Annually assess the development sector, Government policy & plan as well country environment and approve the Institution's strategy in relation to these.

-Annually review and approve the Institution's plans for funding its strategy.

-Annually review and approve the Institution's budget.

-Approve major policies.

Organization

-Elect, monitor, appraise, advise, support, reward, and, when necessary, change top management.

-Support human resource recruitment & development, and assure proper succession when required.

-Assure that the status of organizational strength and manpower planning is equal to the requirements of the long range goals.

-Approve appropriate compensation and benefit policies and practices.

-Annually approve the Performance Review of the co-directors and establish their compensation based on recommendations of the board, advisory committee and Chair of the Board.

-Help to determine eligibility for and appoint new Board members in response to recommendations provided

-Annually review the performance of the Board and take steps to improve its performance.

Operations

-Review the results achieved by management as compared with the Institution's philosophy, annual and long range goals, and the performance of similar institutions.

-Help to ensure that the financial structure of the Institution is adequate for its current needs and its long-range strategy.

-Provide candid and constructive criticism, advice, and comments.

-Approve major actions of the Institution, such as capital expenditures and major program and service changes.

Audit

-Assure that the Board and its committees are adequately and currently informed - through reports and other methods of the condition of the Institution and its operations.

-Assure that published reports properly & transparently reflect the operating results and financial condition of the Institution.

-Ascertain that management has established appropriate policies to define and identify conflicts of interest throughout the Institution, and is diligently administering and enforcing those policies.

-Assist in appointing independent auditors subject to approval by members.

