



SOS Children's Villages Florida
Member of the Board of Directors Roles and Responsibilities

Mission

SOS Children's Villages – Florida's mission is to provide a family-oriented community keeping siblings together and educating and empowering children, young adults, and families to become self-sufficient contributing members of society.

Position

The Board will support the work of SOS Children's Villages Florida, Inc. and provide mission-based leadership and strategic governance. Day-to-day operations are led by the Chief Executive Officer (CEO)/Executive Director (ED). The Board of Directors shall provide direction to the formulation of, and leadership to, the achievement of the organization's core purpose, vision, mission, values and strategies, and to its annual objectives and goals.

- **Fundraising**

Directors will consider SOS Children's Villages Florida a philanthropic priority and make annual gifts that reflect that priority. In order to credibly solicit contributions from foundations, organizations, and individuals, SOS Children's Villages Florida expects to have 100 percent of Directors make an annual contribution. It is expected that all Directors will generate at least \$10,000 annually in personal contributions and contributions/sponsorships from friends, acquaintances and business associates (give/get).

Each Director will also annually complete an Individual Development Plan (IDP) that will identify how the Board member will assist the CEO/ED and the staff of SOS Children's Villages Florida in fundraising and outreach activities, including introductions to prospective donor individuals, corporations, or organizations, and hosting fundraising and/or awareness/outreach events.

- **Board Terms and Participation**

As determined by the Bylaws of SOS Children's Villages Florida, a Director's term is five (5) years. Upon recommendation of the Governance Committee, a Director may be re-elected for subsequent terms. There are six (6) Board meetings annually. Additional meetings may be held, as necessary, at the discretion of the Board Chair. It is expected that every Director will participate in all scheduled meetings of the Board.

- **Committee Participation**

Each Director is expected to actively participate on at least one committee. These may include Finance, Governance, Fund Development, Legislative or other ad hoc committees as created by the Board.

- **Leadership, Governance, and Oversight**

The Board of Directors has financial and governance responsibility for SOS Children's Villages Florida, Inc. As such, it is the responsibility of the Board to:

- Establish, revise as necessary and monitor organizational adherence to mission, vision and values, and provide clarification;
- Review, approve, and evaluate long-range plans and monitor progress;
- Establish and maintain policies;

- Review and approve SOS Children’s Villages Florida’s annual budget;
- Ensure financial resources, stewardship of assets and annual operating budgets with adequate funding;
- Ensure financial solvency;
- Appoint independent auditors, ensure management has appropriate internal controls to avoid conflicts of interest, and ensure financial standards and compliance with board policies;
- Annually review the performance of the Board and take steps for improvement;
- Act as communicators for the organization;
- Engage, support, and serve as an advisor to the CEO/ED, monitor performance, and if deemed necessary, change or hire a new CEO/ED as necessary;
- Contribute to an annual performance evaluation of the CEO/ED;
- Regularly discuss with the CEO/ED matters that are of concern;
- Assist the CEO/ED, Board Chair, and Governance Chair in identifying, recruiting, and vetting additional Directors, as necessary;
- Ensure the Board and its Committees are knowledgeable, through reports and other methods, of the condition of the organization and its operations.

Composition

According to the Bylaws of SOS Children’s Villages Florida, Inc., the Board of Directors shall be composed of not less than ten (10) and not more than thirty (30) Directors. Criteria for Board membership shall be established from time to time by the Board and will include: serving on at least one Committee, attending Board meetings, supporting and promoting the purposes of the organization, and financial contribution.

Qualifications

A Director for SOS Children’s Villages Florida, Inc. will show a passion for the mission of the organization and will have a demonstrated record of leadership. Directors will have achieved leadership stature in business, government, philanthropy, or the non-profit sector. His/Her accomplishments will allow the Director to support the organization and attract other well-qualified, high-performing Board Members. Ideal candidates will have the following qualifications:

- A commitment to and understanding of SOS Children’s Villages Florida, Inc. mission and beneficiaries;
- A passion for serving orphaned, abandoned, at-risk, and foster children and their families.
- Extensive professional experience with significant leadership accomplishments in business, government, philanthropy of the non-profit sector;
- A natural affinity for cultivating relationship and persuading, convening, facilitating, and building consensus among diverse individuals;
- Integrity, credibility and commitment to the values of the organization;
- Service on the Board of Directors is without remuneration.