



## Berkeley County First Steps

### BOARD MEMBER RESPONSIBILITIES

If you are elected to the Berkeley County First Steps County First Steps Partnership Board you will be expected to commit your time and talents to the mission of the board and the Berkeley County partnership. You should be committed to all of the following and be willing to share your expertise in areas that are most appropriate for you.

- ◆ **Policy Maker** – Responsible for developing and implementing the local partnership’s strategic plan. Makes decisions on issues, policies, goals, and objectives based on careful consideration of the facts and relevant data in a particular area.
  
- ◆ **Accountability** – Ensures partnership is operating in compliance with First Steps legislation, partnership by-laws, federal and state laws governing the operation of non-profit organizations, and accountability standards and grant requirements of the SC First Steps Board of Trustees and State Office of First Steps. Responsible for the selection, supervision and annual evaluation of the partnership’s executive director. Provides fiscal oversight to the local partnership. Operates in accordance with the partnership’s Conflict of Interest policy. Prior to every vote taken by the board, members must abstain from voting if the issue being considered would result in a conflict of interest. The abstention must be noted in the minutes of the meeting.
  
- ◆ **Committee Responsibility** – Each member of the board is usually assigned to at least one working committee and will be expected to regularly attend committee meetings, as well as participate in and accept responsibilities of that committee.
  
- ◆ **Advocacy** – Each board member agrees to be an advocate for the First Steps initiative; to promote the vision, mission, and goals of First Steps; and to seek additional public and private resources to enhance and expand partnership programs and services.
  
- ◆ **Attendance** – Members are expected to attend regular board meetings; schedules are set annually. If you cannot attend, you are asked to have your absence excused. In accordance with the bylaws, an **elected** Director, who misses more than three consecutive meetings without

excuse, shall be removed. If **legislatively appointed** or **designated** Directors miss the same number of meetings, the appointing body or person is notified.

- ◆ **Special Activities – Berkeley County First Partnership Board** hosts and participates in a number of events throughout the year. Your attendance and participation in these events and their planning will enhance your experience as a board member.