



Roles and Responsibilities of Capital Clubhouse Board Members

In support of the mission of Capital Clubhouse, Board members are expected to perform the following duties and responsibilities.

- Act as ambassadors for the organization and represent Capital Clubhouse to all stakeholders
- Attend at least 9 monthly Board meetings a year and committee meetings, and task force meetings as scheduled; if unable to attend a meeting, notify the Executive Director or head of a task force/committee in advance of the meeting
- Serve on at least one Board committee and take on special assignments
- Select, support, and assess the performance of the Executive Director
- Assist in advancing Capital Clubhouse's strategic plan in partnership with the Executive Director and executive team, including by reviewing plan outcomes and evaluating plan impact and effectiveness
- Assist in identifying and recruiting other Board members
- Share opportunities for employment, advocacy, recognition, and advancement for Capital Clubhouse members with the Executive Director
- Participate in a Give/Get Agreement:
 - Every Board member is expected to make an annual financial contribution to Capital Clubhouse *at a level that is meaningful to them*
 - In addition, each Board member should seek to make introductions and connect the organization's development team to 3 donors per year.

Legal and Financial Oversight

- Abide by the provisions of the Articles of Incorporation and By Laws and ensure that Capital Clubhouse conforms to the provisions set out in the [Articles of Incorporation](#) and [By Laws](#)
- Ensure that Capital Clubhouse conforms to [the Clubhouse International Standards for Clubhouse Programs](#)
- Oversee Capital Clubhouse's implementation of controls designed to ensure compliance with applicable legal requirements, including by developing appropriate policies and procedures
- Oversee Capital Clubhouse's financial position and commitments
- Adhere to the Capital Clubhouse conflict of interest policy

Board Member Qualifications

- A Commitment to Capital Clubhouse's mission and values
- An affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals and communities
- Integrity, credibility, and a passion for improving the lives of members of Capital Clubhouse