

**HOUSE OF MERCY
BOARD MEMBER DUTIES AND RESPONSIBILITIES
REVISED FEBRUARY 18, 2016**

The Board of Directors (the "Board") of the House of Mercy ("HOM") is responsible for ensuring effective and fiscally sound programs and operations by providing leadership, advice and direction to the staff and volunteers of HOM.

DUTIES AND RESPONSIBILITIES:

A. Initial Application for Membership and Orientation

1. Persons seeking membership on the Board shall provide a current resume and a statement indicating why they are interested in serving on the Board.
2. Board candidates agree to undergo a criminal record check and abide by the HOM Code of Conduct.
3. If elected, new Board members will attend a Board orientation that includes a tour of HOM, a review of Board responsibilities and a presentation regarding the sponsorship relationship between the Sisters of Mercy and HOM.

B. Ongoing Duties and Responsibilities of Board Members

1. Prepare for each Board meeting by reading previously distributed material.
2. Attend regular and special Board meetings and actively participate in proceedings. (Board members should attend at least 50% of the Board meetings to retain membership.)
3. Serve on at least one committee and actively participate in meetings of that committee.
4. Maintain knowledge of current programs of HOM.
5. Make an annual personal financial contribution to HOM and solicit financial support from others.
6. Share resources and talents with HOM including expertise, contacts for financial support and contacts for in-kind contributions.
7. Serve as an advocate for HOM.
8. Be accessible to staff and other Board members as needed.
9. Hold in confidence any information given to the Board.
10. Take initiative and provide leadership in furthering the mission of HOM.