



BASIC BOARD RESPONSIBILITIES

To be a successful and valuable member of your board, you will want to keep the following items foremost in your mind. These are your basic board member responsibilities:

Setting policy

Your primary board function is to fashion policies that ensure your organization is run effectively, legally, and ethically. These policies are building blocks for your director who, in turn, is responsible for implementing your policies and managing the organization in accordance with them.

Supporting your director

Without your director's day-to-day management skills, the policies and plans adopted by the board would be of little impact. He or she truly is the person who makes your ideas and visions real. As you work together to achieve El Sistema Pittsburgh goals, however, you must also remember that your job and the director's job are quite different. You make the plan, but the director decides how the plan is implemented and the goals accomplished.

Guiding long-range planning and development

The board gives direction to your organization through long-range goals ranging at least three to five years into the future. During the planning process, you will be asked to assess the present and future needs of the community and to determine how El Sistema Pittsburgh fits into that picture.

Raising money and monitoring finances

As a "trustee" for your organization's money, you are responsible for seeing that it is spent effectively in delivering programs and services. You're also responsible for looking into the financial future. When you plot CASA's goals, you must review your ability to pay for your plans. That means fundraising when appropriate.

Working cooperatively with other board members

If you cannot work with your peers, then your board will accomplish nothing. This is true in every aspect of board service -- meeting efficiency, conflict management, recruitment, training, and director evaluation.



CODE OF ETHICS

A code of ethics lists actions that are essential to your board's integrity and it lends credibility to the goals that El Sistema Pittsburgh is striving for. In your community's eyes, the code keeps the board honest. Behind boardroom doors, the code serves as a reminder that your organization's mission takes priority over personal agendas.

As a member of this board, I will:

- Represent the interests of all people served by this organization and not favor special interests inside or outside of this non-profit.
- Not use my services on this board for my own personal advantage or for the advantage of my friends or associates.
- Keep confidential information confidential.
- Respect and support the majority decisions of the board.
- Approach all board issues with an open mind, prepared to make the best decisions for everyone involved.
- Do nothing to violate the trust of those who elected or appointed me to the board, or of those I serve.
- Focus my efforts on the mission of the non-profit and not on my personal goals.
- Never exercise authority as a board member except when acting in a meeting with the full board or as I am delegated by the board.
- Consider myself a "trustee" of this organization and do my best to ensure that it is well maintained, financially secure, growing and always operating in the best interests of those we serve.