



OVERVIEW OF BOARD RESPONSIBILITIES

A board of directors is the governing body of a non-profit organization. It has many serious responsibilities, which can be loosely categorized as follows:

PLANNING

- Creating or updating the mission and vision statements
- Determining the “big picture” for the organization’s programs and services
- Approving the strategic plan

MONITORING

- Approving the annual budget and reviewing periodic financial reports
- Troubleshooting as necessary
- Updating and approving Bylaws

ADVANCEMENT

- Advocating for the organization
- Serving as a public voice for the organization
- Fundraising, by directly donating to the non-profit and soliciting donations from others

GENERAL BOARD RESPONSIBILITIES

- Documenting policies and decisions to create an organizational memory.
- Preparing for and attending board meetings.
- Researching and discussing issues before decisions are made.
- Replacing and orienting board members when a vacancy arises.

A board of directors also has certain legal obligations, known as duties. Legal responsibilities for members of non-profit boards include:

- Take reasonable care when making decisions for the organization (called “duty of care”)
- Act in the best interest of the organization (called “duty of loyalty”)
- Act in accordance with the organization’s mission (called “duty of obedience”)
- Stand aside when there is a conflict of interest (called “recusal”)

The primary responsibility of the PNMA board is to maintain a professional membership organization:

- Provide annual membership renewal
- Maintain informative website
- Plan events to contribute to professional development
- Respond to interests of our membership
- Represent Montessori Education in outreach efforts