



Description of Board Member Responsibilities

The Board of Directors will support the work of The Children's Trust (The Trust) as it relates to overall policy and guidance, and will provide mission-based leadership and strategic governance. While day-to-day operations are led by President/Chief Executive Officer (CEO), the board-CEO relationship is a partnership, and the appropriate involvement of the board is both critical and expected.

The Children's Trust has as its general purpose the provision of health, safety and development services to children, and the promotion of parental and community responsibility for children and families throughout Miami-Dade County. The Board of Directors supports and leads this effort as follows:

Function

- **Determine mission and vision.** It is the board's responsibility to create and review a statement of mission and vision that articulates the organization's purpose and mandate to improve the lives of children and families in Miami-Dade County.

Fiscal Planning Responsibilities

- Approve the organization's strategic plans and review management's performance in achieving the plan.
- Review and approve the organization's funding strategy, as needed, or at a minimum on an annual basis.
- Annually review and approve the organization's budget.
- Review the financial structure of the organization to be adequate for its current needs and its long-range strategy.
- Set and approve major policies for staff to execute.

Organizational Responsibilities

- Enhance the organization's public standing by clearly articulating the organization's mission, accomplishments and goals to the public and garner support from the community.
- Establish committees needed to fulfill the functions of the board.
- Fill vacancies for the at-large members as needed.
- Undertake an annual review of the performance of the board and take steps to improve its performance.
- Perform according to fiduciary responsibilities

- Support and evaluate the President/CEO. The board should ensure that the President/CEO has the moral and professional support he or she needs to further the goals of the organization. The board will annually approve the performance review of the President/CEO and establish their compensation and benefits based on recommendations of the Human Resource and Executive Committees.
- Select the President/CEO. When needed, the board members must reach consensus on the President/CEO responsibilities and undertake a careful search to find the most qualified individual for the position.

Operations Responsibilities

- Provide candid and constructive feedback to improve the operations of The Trust.
- Review and approve all competitive solicitations and corresponding contract executions through a resolution process.
- Review and approve recommended financial actions of the organization, such as the funding of contracts, contract renewals, capital expenditures and major program and service changes.

Audit Responsibilities

- Review staff's compliance with relevant material laws affecting the organization.
- Ensure that The Trust receives an annual financial statement audit.

Board terms/participation

- Will be as defined by Miami-Dade County Code, Article CIII; Section 2-1521, et seq.
- Members who are appointed by reason of their position are not subject to the length of terms and limits on consecutive terms.
- Members appointed by the governor shall serve a maximum of three (3) consecutive terms, each term being for a period of 4 years.
- The youth representative member and the State of Florida legislative delegation member shall serve a one (1) year term.
- All other members shall serve two (2) year terms.
- A member may be reappointed; however, a member may not serve more than three (3) consecutive terms. A member who has served three (3) consecutive terms is eligible to be appointed again after a two (2) year hiatus from The Trust.

Board members are expected to attend all board and assigned committee meetings unless excused as outlined in the bylaws. The board routinely meets 10 times per year with a recess in August and in December.