

**NAMI INDIANA
BOARD OF DIRECTORS
Job Description**

Responsible to: President of Board

Term: Three years (unless serving by appointment or filling an unexpired term).
May be re-elected.

Purpose: Determine the planning and policy decisions, assure adequate funding, monitor and sanction activities, and employ the Executive Director.

Specific Duties:

1. Attend board meetings regularly.
2. Become informed in advance of agenda items.
3. Ask discerning questions, constructively participate in deliberations, and vote according to your convictions.
4. Assume leadership of board groups and events as requested (such as committee, task force, or special project chairs).
5. Assume a major responsibility on at least one standing committee and on task forces as needed.
6. Work in areas where your background and interests would be of value.
7. Assume a leadership role in fund raising.
8. Make a contribution to NAMI Indiana.
9. Employ and monitor the Executive Director in conjunction with other board members.
10. With other board members and staff, be sure the budget, policies, and program efforts are consistent with NAMI Indiana's strategic plan.
11. Familiarize yourself with NAMI Indiana's mission, programs, and shared values.
12. Participate in local, state and national NAMI events as appropriate.

Personal Attributes:

1. Unquestionable character.
2. Commitment to the NAMI Indiana strategic plan.
3. High standing among his or her colleagues.
4. Respected citizen of the community.
5. Breadth of understanding and a tolerance of viewpoints of others.
6. Willing to state one's convictions and equally willing to accept the majority decision when in conflict with one's own stand.
7. An interest in the objectives and programs of NAMI Indiana.
8. Deal openly and directly with the staff and other board members when pleased and displeased.

** You may be asked to resign from the BOD, if you miss three or more board meetings in a year.