

CENTRAL ASIA INSTITUTE

Board Member Criteria and Responsibilities

Central Asia Institute elects Board Members annually for three year terms and shall consist of a minimum of three directors and a maximum of eleven directors. The following points provide general criteria for the Board, or a selection committee established by the Board, to judge prospective Board members' suitability for this position.

CRITERIA

- Previous experience in public service and knowledge of business operations of non-profit organizations, especially international charitable work.
- Knowledge of countries and regions that Central Asia Institute serves.

RESPONSIBILITIES

- **Determine mission and purpose.** It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
- **Select the executive director.** Boards must reach consensus on the executive director's responsibilities and undertake a careful search to find the most qualified individual for the position.
- **Support and evaluate the executive director.** The board should ensure that the executive director has the moral and professional support he or she needs to further the goals of the organization.
- **Ensure effective planning.** Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
- **Monitor and strengthen programs and services.** The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
- **Ensure adequate financial resources.** One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
- **Protect assets and provide proper financial oversight.** The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
- **Build a competent board.** All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
- **Ensure legal and ethical integrity.** The board is ultimately responsible for adherence to legal standards and ethical norms.
- **Enhance the organization's public standing.** The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.