



November 2020

SOMOS BOARD OF DIRECTORS POLICIES

Board responsibilities:

- Sets policies for the organization's operation
- Determines the organization's core ethos
- Raises funds to cover the organizations programs and operations
- Develops strategic plans, both long and short term
- Evaluates organizational progress toward the achievement of its goals
- Recruit and orient new board members
- As important as it is to understand what the duties of the Board and its members include, it is equally important to understand what they do not include.

Board Member responsibilities:

- Support the SOMOS personally, both financially and with time, to that member's capability. (Board members are expected to support the SOMOS with either a significant contribution or to organize and/or actively participate in a fundraising event that raises a significant amount.)
- Attend and be prepared for all Board and committee meetings (at least 75% of meetings)
- Attend SOMOS events and programs as possible
- Take a leadership role, i.e. chair a committee, serve as an officer and/or serve on at least one committee,
- Work cooperatively with other Board members,
- Understand the financial obligations, budget, mission, programs, bylaws and operating policies of the SOMOS,
- Promote the organization in the community by talking to friends and to business acquaintances,
- Bring outside support to the SOMOS and share personal connections for the benefit of the SOMOS,
- Exercise discretion in conversations with others and honor confidentiality,
- Alert the board to any potential conflict of interest that may exist between SOMOS's activities and those of that member's business, family, social, or other board responsibilities. (Resolution of the conflict will be determined by the full board) See SOMOS Conflict of Interest document.
- Keep a timesheet of time spent on SOMOS business and submit quarterly to the board Treasurer (this is for use in grant submissions.)

Board members should not:

- Engage in the day-to-day operation of the organization.
- Hire or supervise staff other than the Executive Director.
- Make detailed program decisions that are more appropriately left to staff.

Goals for Board composition:

- Diverse in gender, ethnicity, age, interests
- Diverse in talents—financial, community influencers, educators, writers
- Diverse in residence—Taos resident, NM resident, literary connection with residence outside NM