**TRUSTEE ROLES AND RESPONSIBILITIES**

The information provided here is a summary of the roles and responsibilities for those serving on the Board of Trustees.

**Trustees:**

* **Promote the Lighthouse’s mission, values, and purpose**
* Ensure the continuity and dedication of the organization to its Articles of Incorporation and Bylaws
* Assist with monitoring the progress of the goals and initiatives set forth in the Lighthouse’s Strategic Plan
* Maintain confidentiality
* Exercise responsibility to review and understand the Lighthouse’s financial statements
* Approve an annual operating budget
* Assure that funds are managed and used effectively through an independent annual audit
* Serve on committees and/or accept special assignments
* Prepare for, attend, and participate in board and committee meetings
* Disclose any possible conflict of interest to the board
* Make a personally significant annual financial gift
* Participate in the annual self-assessment process

**Board of Trustees Chair:**

* Spokesperson for the Board of Trustees
* Preside over board meetings
* Call special meetings of the board as necessary
* Establish ad hoc committees and task forces, select chairs and appoint trustees as needed to assist the board in the performance of its duties
* Evaluate the performance of the President and CEO
* Assist with succession planning for the incoming Board Chair

**Board of Trustees Vice Chair:**

* In the absence of the Board Chair, the Vice Chair shall perform the duties of the Chair and when so acting, shall have all the powers of and be subject to all the restrictions upon the Board Chair
* Perform such other duties as from time to time may be assigned to them by the Chair or the Board of Trustees

**Committee Chair:**

* Preside over committee meetings
* Approve committee meeting agendas
* Work with the Board Chair on appointing new committee members when necessary
* Provide updates or reports to the Board of Trustees when necessary