



The Camel Project

The Camel Project (TCP) Board of Director Responsibilities

The board of directors is the supporting body of TCP. Individuals who sit on the board are responsible for engaging in the organization's events, meetings and activities. Board members meet monthly to discuss, receive updates and vote on the affairs of the organization.

1. **Determine the Organization's Mission and Purpose:** The board's fundamental responsibility is to satisfy itself that everyone connected directly or indirectly with the organization understands its reasons for existing. In addition to ensuring that the organization has a modern statement of what it is, represents, and does, the board should periodically review the statement's adequacy, accuracy, and viability. A widely distributed statement of mission and purpose should clearly express the organization's goals, means, and primary constituents served.
2. **Support the Executive and Provide Insights/Feedback:** Nowhere else can the chief executive seek the kind of moral and substantive support she consistently needs except from the board. The board members are asked to:
 - Be available to give insights/advice, engage, support frequently and constructive feedback.
 - Introductions to community and business leaders.
 - Attend, on TCP behalf, important social functions, meetings and our events.
 - Assist when members overstep prerogatives or misunderstands their roles.
 - Feels that the board is aware of and sensitive to family situations and needs; and
 - Supporting financially when possible.
 - Attend Board meeting in-person or video or call in, no more than 2 missed meetings in 10 months.
 - Attend a CPS training



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3. **Ensure Effective Organizational Planning** The board should insist on organizations planning. So far, so good; but the perplexing questions for the board and staff are: 1) who should do it; and 2) how can busy volunteer board members be meaningfully involved in the process? Opinions differ on how these questions should be answered, but there is wide agreement on at least these principles:
 - New programs and services.
 - Board of directors (size, method of selection, committee structure, other bylaws provisions);
 - Financial projections (income and expenditures);
 - Fund raising strategies.
 - Public relations.
4. **Ensure Adequate Resources.** Effective fund raising is one measure of the board's capabilities, commitment and influence. Every board member should inventory his/her connections with potentially helpful givers and the board should accept responsibility in his area. Fund raising is a full board function; the appropriate standing committee is simply the board's agent to help coordinate the work of the board's members, executive and any fund-raising staff.
5. **Manage Resources Effectively** An important part of serving the public trust is protecting accumulated assets and ensuring that current income is managed properly. The board has the principal responsibility for fulfillment of the organization's mission and the legal/fiduciary accountability for its operations.
6. **Determine and Monitor the Organization's Programs and Services** The board's fundamental role begins with the question of whether current and proposed programs and services are consistent with the organization's stated mission and purposes.
7. **Enhance the Organization's Public Image** The board serves as a link between the organization's staff or volunteers and its members, constituents or clients. But government leaders, the media, and current and potential funding sources call for an ambitious and effective public relations program to ensure a healthy public image for the organization. One of the most important decisions to be made by the executive and the board's top elected



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leaders is who should be the organization's spokesperson. No board member should represent himself/herself as speaking for the board or organization unless specifically authorized to do so.

8) Board members should plan for their successors.

It sounds a bit ironic that board members should plan for their replacements as soon as they are elected into office, but they soon find that their board term goes fast. Long-range planning and continual recruitment are effective ways to ensure the board's continuity. The board terms are two-year terms with no limitation of the number of terms. The board will nominate, discuss then vote to approve the board members. The nominated person, if present at the meeting, will be asked to step out of the meeting during the discussion and voting process.

There's no need for board members to feel overwhelmed by their duties. The rest of the board should help them ease into the position over time. Fellow board members can help them along by mentoring them and helping them find the best ways to use their talents and abilities towards the goals of the organization.

9). Attendance Requirements.

1. The member has two un-notified absences in a row ("un-notified" means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting).
2. The member has three notified absences in a row.
3. The member misses one third of the total number of board meetings in a twelve-month period.

If one or more occurs, the board will decide what actions to take regarding the board member's future membership on board. If the board decides to terminate the board member's membership, termination will be issued. The board will promptly initiate the process to begin recruiting a new board member.

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