

## **Cystic Fibrosis Family Connection Responsibilities of Director**

The CFFC Bylaws, Article V, Section 2 defines the duties of the Board of Directors as follows:

*The Board of Directors shall maintain and control the assets of the Corporation. A Director shall each year attend a majority of the meetings of the Board of Directors. The duties of the Board of Directors include, but are not limited to, the following:*

- (1) To devise long-range plans to implement goals and objectives of the Corporation.*
- (2) To establish policies and to manage and operate the Corporation and its programs.*
- (3) To establish an annual operating budget for the Corporation and to oversee the disbursement of all Corporation funds.*
- (4) To elect the Officers at the first Regular Meeting following the Annual Meeting.*
- (5) To establish standing and ad-hoc committees as the Board determines are necessary to the efficient performance of its functions.*

To fulfill these duties, directors should be fully engaged in the discussions that set the direction for the organization. Discussions occur at CFFC board meetings and through e-mail threads.

- Since meeting dates are set through a poll of the members, directors are expected to attend a majority of meetings. Members who miss meetings are expected to read the minutes of the meeting, send an e-mail to acknowledge reading the minutes and, where appropriate, share their comments via e-mail.
- All directors are expected to contribute to discussions through e-mail threads; at a minimum, sending an e-mail expressing agreement with the contributions of other directors.

CFFC operations are carried out by volunteers, working either individually or as a committee. The Board's responsibilities for operations are:

- Setting the objectives for operations,
- Designating the volunteer(s) responsible for specific functions, and
- Monitoring the progress against the objectives.

Directors may, but are not obligated to, serve as volunteers to carry out operations.

*Adopted February 16, 2015*