



## Roles & Responsibilities

### OBJECTIVE:

Establish clear expectations on roles and responsibilities between the SHARE Board of Directors/staff/volunteers to ensure alignment and consensus to deliver desired outcomes for the organization.

### BOARD OF DIRECTORS LEGAL RESPONSIBILITIES:

The SHARE Board of Directors are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as ensuring the organization has adequate resources to advance its mission. The board of directors has three primary legal duties known as the “duty of care,” “duty of loyalty,” and “duty of obedience.”

- **Duty of Care:** Take care of SHARE by ensuring prudent use of all assets
- **Duty of Loyalty:** Ensure that SHARE’s activities and transactions are, advancing its mission; recognize and disclose conflicts of interest; make decisions that are in the best interest of SHARE; not in the best interest of the individual board member (or any other individual)
- **Duty of Obedience:** Ensure that SHARE obeys applicable laws and regulations; follows its own bylaws; and adheres to its stated organization’s mission

### BOARD OF DIRECTORS AREAS OF FOCUS:

- **Ambassador For The Organization** – Raise brand awareness, promote the benefits of SHARE and increase understanding and unique value of the SHARE community and membership
- **Setting Strategic Initiatives** – Establish, review, revise (when needed) and be accountable for the outcomes of the three year strategic goals and objectives for the organization
- **Governance** - The processes for making and implementing decisions that will continue to advance SHARE’s principles and mission
- **Fiduciary** – Legal responsibility for managing SHARE’s assets and ensuring the funds are being used for their intended purpose in financially supporting the organization
- **Ensure Mission Attainment** – Ensure all organization priorities align to furthering SHARE’s mission

### EXPECTATIONS OF RESPONSIBILITIES:

- **The Board of Directors** is responsible for the Governance of the organization, **deciding** “where and when”.
- **The Staff/Management** is responsible for the **implementations** and determines the “how”.