



Rallying the Armies of Justice and Faith

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Ten Basic Responsibilities of the Board of Directors for the National Religious Affairs Association of NABCJ

1 Set the Mission and the Vision of NRAA

The Board is responsible for creating the organization's vision statements and reviewing them periodically to be sure they fit well with the direction of the organization's growth. The mission statement explains why the organization exists and who it exists to serve; the vision articulates a picture of the future that the organization hopes to create.

2 Create a Plan for NRAA

The Board should assist in working with officers and volunteers to create a strategic plan for the growth of the organization, including resources, staffing, programs, and other aspects of organizational development. Once the plan is created, the Board should help make sure the organization carries it out.

3 Help to Support the Direction of Programs and Projects

The Board takes a broad perspective on programs and projects, being sure that NRAA's work is consistent with its mission and vision. The Board supports the volunteers of the organization in carrying out its programs without micromanaging tasks and decisions.

4 Select the Director

One of the Board's biggest responsibilities in the future is to ensure NRAA will be able to hire an executive officer for the organization. The Board will be asked to come to a consensus on a solid job description and clear expectations of the job, and then find the most qualified person for the position. The Board also has the responsibility of firing the Director when his or her leadership is no longer in the best interests of the organization.

5 Support and Evaluate the Director

The Board of NRAA will be responsible for evaluating the performance of the organization's executive officer. Generally, the Director will be responsible for hiring, firing and evaluating all other staff. The Board will support the Director as he or she carries out this task and the other work of the organization.

6 Recruit, Train and Evaluate Board Members

The Board of NRAA will be responsible for its own growth and development: finding committed individuals to serve on the Board, and making sure that the final Board composition is balanced and appropriate. The Board will be responsible for self-evaluation, to be sure it is adequately carrying out its leadership role.

7 Build Strong Public Standing

The Board of NRAA will serve as the public face of the organization. Board members will be asked to promote the mission of NRAA, vision and programs of the organization, and represent the organization positively to constituents, the media, and the general public.



8 Ensure Adequate Resources

The Board of NRAA is responsible for making sure that the organization has adequate resources to carry out its work. This includes assisting with fundraising, but can also include seeking in-kind donations of equipment, materials, office space, volunteer assistance, training, educational materials, and so on.

9 Manage Resources Effectively

At the same time, the Board should be sure that the organization is using its resources efficiently. The Board must help develop and approve the annual budget, and be sure that proper financial controls are in place.

National Religious Affairs Association of NABCJ

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The Board of NRAA is ultimately responsible for being sure that the organization maintains legal and ethical practices. Creating clear policies all help ensure accountability.

