



# **SABU HELP INTERNATIONAL**

Microloans, Education and Training

## **Sabu Help Board of Directors Responsibilities and Requirements**

Sabu Help Board of Directors is a volunteer governing board that provides leadership, management oversight, and fund development to ensure sustainable success of the organization. The Board of Directors is responsible for all general affairs and activities of the organization. Sabu Help Board of Directors responsibilities includes the following areas:

- Funds Development
- Public Relation and Marketing
- Program Assessment
- Business Development
- Board Development

### **Duties of Sabu Help Board of Directors**

- I. Determine Sabu Help's mission and strategic goals. It is the board's responsibility to create and implement the of mission, goals, review it periodically for accuracy and validity.
- II. The board is responsible to select Sabu Help's executive and management team, review and (if necessary) dismiss the individual. The boards must also ensure that the leader, who is responsible for the administration of the organization, receives the moral and professional tools and support his, her or they need to further Sabu Help's goals.
- III. Sabu Help Board of Directors are the stewards of the organization. The board must actively participate with the executives and management level in an overall planning process and assist in the implementing of the organization's goals. The board will help management to develop business plans, policy objectives, business strategies and priorities.
- IV. The Board of Directors are to ensure that the organization's resources are managed effectively. The board, in order to remain accountable to its stakeholders and the public, and to safeguard its tax-exempt status, review and evaluate the annual budget and ensure that the organization financial resources are properly controlled.
- V. Ensure effective organization planning. As stewards of the organization, the board must actively participate in the overall planning process and assist in the implementing of goals and fund development efforts. The board will help management to develop business plans, fund development, policy, business strategies, and priorities.
- VI. The board will evaluate and strengthen the organization's programs and services. The board's role in this area is to determine which programs are the most consistent with an organization's mission, and to monitor effectiveness.
- VII. The Board will ensure legal and ethical integrity and maintain accountability. The board is ultimately responsible for ensuring adherence to the legal standards and ethical



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- norms of the organization practices. The boards must establish pertinent policies and procedures and adhere to provision of Sabu Helps' bylaws and articles of incorporation.
- VIII. The board is responsible to recruit, select and orient new board members.
- IX. The Board of Director will meet a minimum of twice a year and reserves the right to call other or an emergency meeting if necessary.

## **Requirements of Member of Board of Director**

1. Must possess the requisite intelligence, education and experience to make a significant contribution to the Board meeting/ event and the organization as whole.
2. Must bring a range of skills, diverse perspectives and backgrounds to deliberations.
3. Must have highest ethical standards.
4. Must have strong sense of professionalism and intense dedication to serving the interests of Sabu Help.
5. Must be committed to promoting the success of Sabu Help, preserving and enhancing Sabu Help reputation
6. Must not have commitments that would conflict with the time obligations to Sabu Help
7. Must be of high repute and recognize integrity and not have been convicted in a criminal proceeding or be named a subject of a pending criminal proceeding (excluding traffic violations and other minor offenses). Such person shall not have been found in a civil proceeding to have violated any federal or state securities or commodities law, and shall not be subject to any court or regulatory order or decree limiting his or her business activity
8. Ability to work effectively as a team member and towards common goals.
9. Attend and participate in board meetings/ decision-making/ events, 80% participation is required.
10. Attend and support events and programs of Sabu Help.
11. Promote the organization's purpose and programs in the community.
12. Monthly time commitment: 5– 10 hours per month.
13. Board Term: Board members are asked to commit to a full term of at least 3 years.
14. Must serve on adhoc committee/project participation: Each board member must be on at least one committee.
15. Fundraising: Board members are asked to personally donate/monetary giving, or actively work towards raising donations and money for the yearly goal.
16. New member development: Sabu Help board members are asked to identify and recruit new board for the organization leadership continuation.
17. Public Relations: Board members are encouraged to "spread the word" about Sabu Help amongst friends, colleagues, and co-workers.