**List of Board Responsibilities and Expectations**

Board of Directors' Responsibilities

- Determine PeaceTrees Vietnam's mission and purpose; set policies for its operation, ensuring that the provisions of the organization's charter and the laws are being followed.
- Set PeaceTrees Vietnam's overall program from year to year and engage in longer range planning to establish its general course for the future.
- Elect Board officers; and select, evaluate, and if necessary, terminate the appointment of the Executive Director.
- Establish fiscal policy and boundaries with budgets and financial controls. Provide proper financial oversight.
- Ensure adequate resources for the activities of PeaceTrees Vietnam through direct financial contributions and a commitment to revenue generation.
- Ensure legal and ethical integrity and maintain accountability.
- Ensure effective organizational planning.
- Recruit and orient new board members and assess board performance.
- Enhance the organization's public standing. Develop and maintain a communication link to the community, promoting the work of PeaceTrees Vietnam.
- Determine, monitor and strengthen the organization's programs and services.
- Support the Executive director and assess his or her performance.
- Carry out their duties as volunteers for the public good and to exercise, on behalf of the public, a legal and fiduciary responsibility.

Individual Board Member Responsibilities

- Know the organization's mission.
- Perform duties responsibly.
- Nominate others who can make significant contributions.
- Serve in leadership positions.
- Be prepared for meetings, ask timely questions, maintain confidentiality, and ensure that significant policy-related matters are addressed.
- Maintain a good relationship with staff.
- Avoid even the appearance of a conflict of interest that might embarrass the board or organization.
- Exercise prudence in the control of funds.
- Understand the organization's financial statements.
- Use their personal influence with others to help development committees.
- Understand the organization's policy on personal contributions.
- Give an annual gift according to personal means.
- Advocate for PeaceTrees Vietnam, its mission, its staff, and the children and families of Quang Tri Province. Communicate openly, genuinely and consistently with the organization's many and varied constituents – donors, staff, volunteers, other Board members, Vietnamese officials, agencies and organizations.