



MITC Board Duties and Responsibilities

Dear Potential MITC Board Members:

We appreciate your interest in serving as a board member of the Maine International Trade Center (MITC). As a member of the Board there are a number of duties and responsibilities that you will be asked to fulfill. These include what could be classified as strategic level responsibilities applicable to all nonprofit boards (see attached BoardSource Ten Basic Responsibilities.) In addition to strategic responsibilities, we also note the following operational duties and responsibilities specific to MITC Board members:

- Board members are expected to attend the regularly scheduled four quarterly board meetings.
- Board members are requested to attend the Trade Center's largest end of program year event: Maine International Trade Day – generally scheduled late May/early June.
- Board members are encouraged to volunteer for subcommittees, as needed.
- Board members (and/or their organizations) should either participate in financially sponsoring MITC's activities or proactively work on attracting sponsorship through their business and community connections.
- Board members can be expected to be called upon to help educate and inform legislators of the importance of international trade and the key role MITC plays in the State economy and economic development, as needed.
- Board members should use their business networks and employer/board positions to help recruit new members and increase the exposure of the Maine International Trade Center.

Sincerely yours,

John Wolanski, Board Chair
GAC Chemical Corp

and

Janine Bisailon-Cary, President
Maine International Trade Center

The BoardSource Ten Basic Responsibilities

1. **Determine the organization's mission and purpose.** It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
2. **Select the chief executive.** Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. **Support and evaluate the chief executive and assess his or her performance.** The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.
4. **Ensure effective organizational planning.** Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
5. **Determine, monitor, and strengthen the organization's programs and services.** The board's responsibility is to determine which programs are consistent with the organization's mission and to monitor their effectiveness.
6. **Ensure adequate financial resources.** One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission.
7. **Provide proper financial oversight.** The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
8. **Recruit and orient new board members and assess board performance.** All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate its own performance.
9. **Ensure legal and ethical integrity and maintain accountability.** The board is ultimately responsible for ensuring adherence to legal standards and ethical norms.
10. **Enhance the organization's public standing.** The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.