



Board Member Job Description

Members of Disability Law Colorado’s Board of Directors reflect the diverse community supported by the organization. Under federal law, DLC serves individuals with developmental, intellectual, mental health, physical, and sensory disabilities. Therefore, people with disabilities, their family members, and professionals in the field constitute a strong representation of the Board. As a Board member, you assume the role and responsibility of governing the organization and ensuring that it satisfies its fiduciary duties. This role includes, but is not limited to:

Service

- Understanding Disability Law Colorado’s mission, vision, policies, programs, and needs.
- Assisting Disability Law Colorado with advocating for the rights of people with disabilities through focused, dedicated, and appropriate Board leadership.
- Preparing for, attending, and actively and productively participating in Board meetings as scheduled by asking questions and facilitating decision-making.
- Serving as an active member of at least one committee and participating in ad hoc committees, if appointed.
- Assuming leadership roles in Board activities—whether as an elected officer or committee chair, or in informal capacities with special projects or requests.
- Building relationships with communities to cultivate potential candidates for the Board or Committee membership who bring necessary skills to the Board or its Committees and expand the impact of Disability Law Colorado’s work to reflect the diversity of the state of Colorado, including, but not limited to, ethnic and racial diversity, geographic and disability representation, age, sex, gender, gender expression, national origin, language, and sexual orientation.

Policy and Planning

- Participating, through Board deliberation, in the development and establishment of policies through which the work of Disability Law Colorado is accomplished.
- Engaging in strategic planning and the annual priority-setting process by soliciting input from communities and partnering with staff and PAIMI Council members to reach more Coloradans with disabilities.

- Ensuring effective organizational planning by reviewing and approving annual work plans and establishing long-range and strategic plans that comport with the priority-setting process and align with the organization's mission.

Finances

- Determining fiscal policies for Disability Law Colorado that will ensure its long-term financial stability and integrity.
- Monitoring finances regularly by reading and understanding the organization's financial statements.
- Reviewing and approving an annual budget and modifying the budget as circumstances arise.
- Ensuring that annual audits of Disability Law Colorado's finances are conducted and that any corrective actions are taken, if needed.

Development

- Supporting Disability Law Colorado's resource development needs and plans by making an annual financial gift to Disability Law Colorado according to your personal means, encouraging others within your network to make gifts to Disability Law Colorado, and assisting with the execution of the organization's development plan.
- Using every opportunity to elevate the profile of Disability Law Colorado in the community, and ensure that financial resources, grants, donations, in-kind donations, partnerships, and other means are available to advance the mission of the organization.

Personnel

- Hiring, supervising, evaluating, and if needed, terminating the Executive Director.
- Performing annual evaluations of the Executive Director.
- Ensuring competitive and appropriate compensation for the Executive Director and staff positions.
- Ensuring that there are succession policies for key personnel.
- Reviewing and approving the employee policies and procedures.

Community

- Representing Disability Law Colorado in a positive and supportive manner statewide with stakeholders, including to the disability, legal, business, and nonprofit communities.

- Ensuring Disability Law Colorado meets its responsibilities to clients and the broader disability community.
- Identifying opportunities to expand and/or deepen relationships between Disability Law Colorado and other stakeholders.
- Creating new opportunities for Disability Law Colorado to reach marginalized and rural communities.

Evaluation and Learning

- Participating in an annual self-review of the Board and its performance, including recommending and implementing improvements in such areas as composition, orientation, meeting processes, tenure, retention, and responsibilities.
- Participating in ongoing learning as a Board to strengthen its governance, understand its role, and remain current about disability rights, diversity, equity, inclusion, and the role of the protection and advocacy system.

Integrity

- Ensuring the organization's compliance with federal regulations governing protection and advocacy organizations, as well as legal and ethical accountability.
- Fully disclosing, at the earliest opportunity, information and facts that may result in perceived or actual conflicts of interest that would have significance in Board decision-making.
- Exercising the powers invested in the Board for the benefit of the organization and all its members rather than to advance personal interests or those of an entity with which you are associated.
- Maintaining confidentiality of Board processes and issues.
- Respecting the diversity of opinions as expressed or acted upon by the Board and Committees, and formally registering dissent as appropriate.
- Identifying potential ethical issues and acting in an ethical and transparent manner.
- Bringing goodwill, compassion, and a sense of humor to the Board's deliberations and promoting collaboration, cooperation, and partnership among Board members, staff, and stakeholders.

Update June 2024