



RESPONSIBILITIES OF THE BOARD AND INDIVIDUAL DIRECTORS OF PUJARI

Pujari's principal governing body is the Board of Directors, whose members serve as volunteers without compensation. Candidates for Board membership are initially nominated for a three-year term, and can be re-elected for consecutive terms in the General Body Meeting by the majority consensus.

As the principal governing body, the Board provides fiduciary, program and policy oversight of the organization in addition to advising on and helping with the organization's reputation, visibility and community/resource mobilization. The regular Board meetings are usually quarterly, although urgent or special meetings may be called as necessary.

All Directors of the Board share in the responsibilities of governance – oversight, advice and direct help. Members are expected to gain a basic understanding of Pujari's mission, goals and programs and to provide support for them. Directors also assist in expanding Pujari's outreach and in increasing its visibility and community support. In summary, the responsibilities of the Board, as adopted by resolution of the Board, are to:

1. Shape Pujari's mission, vision, purposes, goals and future program/policy directions, including strategic positioning of the organization, and assessing Pujari's performance and effectiveness toward these goals and directions.
 2. Select and appoint Pujari's President for one year term and help President to identify other Executive Committee members.
 3. Provide guidelines, strategic framework and broad guidance to EC and address organizational challenges and issues.
 4. Review and approve EC's annual operating plans and budgets. Review and approve capital expenditure for movable and immovable assets.
 5. Ensure completion of financial audit in a timely manner and filing of Income Tax and other related documents with appropriate authority. Monitor prudent management of Pujari's finances by regularly monitoring financial statements, expenditures and yearly audit report. Ensure organization's financial viability and strengths for sustainability to meet unforeseen emergencies.
 6. Define guidelines, help implement and monitor implementation of asset management and information management.
 7. Define and institutionalize new board members' induction process.
 8. Define guidelines and ensure timely implementation of newly selected EC orientation.
 9. Elevate Pujari's public image, visibility and communications with the community.
 10. Continuously assess and improve the Board's own performance.
-



Individual Directors have responsibilities that complement those of the Board overall. The responsibilities and accountability of Board extend beyond attendance, fund mobilization and personal giving. The following guidelines describe the commitment and practice of Board members. It is expected that Directors of Pujari's Board will:

- Discharge effectively the legal, ethical and fiduciary responsibilities of Board membership consistent with Pujari's Articles of Incorporation. This includes understanding Pujari's vision, mission, core values, policies and programs; suggesting and helping to recruit other individuals of distinction who can make significant contributions to Pujari; serving in leadership positions; and undertaking special assignments as requested and feasible.
- Avoid actual conflict or appearances of conflict or embarrassment to the organization or the Board, and disclosing possible conflicts in a timely fashion. Maintain objectivity and do what a sense of fairness, ethics, and personal integrity dictate.
- Exercise oversight for the Board's fiduciary responsibilities, including control, expenditure, asset management, information management and transfer of funds; review of financial statements; and projections of income and expenditures. Address concerns presented by EC, as deemed appropriate.
- Help with fundraising and organizing events.
- Develop appropriate relationships with EC. Offer advice and counsel to the president and to EC members in areas where a Director's experience is relevant; avoid asking for extensive information without prior consultation with the president and Board chair.
- Prepare for and actively participate in Board and General Body meetings. Attendance at a majority of Board meetings is required. Maintain the confidentiality of Board documents and exchanges, especially at executive sessions, continuing confidentiality after completing service on the Board.

Discussed and approved by the Board of Directors on 26th January, 2007
