

Procedure 2.1

General Board Policies

A. By-laws

The IRI Board of Directors will follow all procedures as outlined in IRI By-laws.

B. IRI Priorities

The Board of Directors prioritizes IRI activities annually to ensure activities are mission-driven.

C. IRI Money Allocations

C1. All monies are allocated by Board resolution, usually in the annual budget, although line item changes may be approved within the budget cycle.

C2. Contributions are invited and channeled to meet IRI priorities. Board approves acceptance of contributions and purpose for which the contribution is intended.

D. Hiring Responsibilities

The Board has the responsibility of hiring, overseeing and firing the Executive Director.

1. Hiring Procedures

- a. 60-90 probation period;
- b. Board, by resolution, gives the Search Committee who is selected by the Board, the authority to search, interview and recommend candidates for the position of Executive Director (includes the amount of money required for the search; time frame for search; job description);
- c. Upon the Search Committee's recommendation, the Board votes to hire or not hire the recommended candidate.

2. Evaluation Process

- a. Executive Committee proposes to Board the criteria for ED evaluation (complies with job description);
- b. Board votes to give Executive Committee authority to complete evaluation;
- c. Annual performance review is conducted prior to annual Board meeting and results provided to full Board;
- d. Termination of the ED requires Board resolution.

3. Management Process

- a. Management by objective is utilized so the Executive Committee and Board Chair can better support the ED in accomplishing IRI goals;
- b. The Board Chair and the ED work as partners and the dialogical process is facilitated between the ED and Board Chair when there are differences.

E. Board Resignation

Any Director leaving the Board will provide 60 days notice and a letter stating cause addressed to the Secretary, who will then share it with the Board. The Board will then provide the means to conduct an exit interview, the results of which are shared with the Board.

F. Board Committees

F1. A committee may bring any matter it chooses to the Board by requesting time on the agenda. Such a slot will not be denied except for some compelling or out of the ordinary reason.

F2. A committee can make a motion with no second.

F3. If a committee wishes to bring a proposal that will cost more than \$1000, the committee must first consult with the finance committee. Any option for spending more than \$1000, which has not first been reviewed with the finance committee, is untimely and should not go on the agenda.

F4. Once a committee has consulted with finance and received the input from finance, the committee may choose to go directly to the Board and seek approval of its motion or choose an alternative path, e.g., modifying its request, tabling it, etc.

G. Policy and Procedure Manual

The manual is to be kept and maintained by the Secretary of the Board. The goal of policy is to test it against the mission, and to ensure that the Board does not stray away from or forget the Mission Statement. Committees and staff members have the ability to suggest policy and the Board is responsible for defining policy.

H. Board Fundraising Responsibilities

H1. All Board members share the responsibility of ensuring that sufficient funds are raised to enable the organization to conduct its business.

H2. All Board members will model 100% giving by contributing financially to the fundraising effort by December 1st of each year.

I. Complaints Process

All complaints go to Board Chair who will consult with Vice Chair and Chair Elect to deal with and decide what to do with complaint. With an ED in place, staff complaints go to the ED, who is in close communication with the Board Chair.