

**HOLIDAY LAKE 4-H EDUCATIONAL CENTER
JOB DESCRIPTION
BOARD OF DIRECTORS**

Directors of Holiday Lake 4-H Educational Center, Inc. will serve in all duties and assignments in the best interest of the 4-H Center and the Virginia 4-H Program. Actions of board members will be in support of the following mission:

- The mission of the Center is to improve the quality of life by educating youth and adults in a natural setting.

Board members will be expected to:

- Attend all regular and special meetings of the board.
- Attend meetings of all committees to which assigned or appointed, and participate fully.
- Exercise general supervision and control over business and affairs of the center and make all rules, regulations, and policies necessary for the management and guidance of the officers, employees, and agents of the center.
- Approve appointment and employment of the 4-H Center Director.
- Select depositories for funds of the corporation and determine the manner of receiving, depositing, and disbursing the funds of the corporation.
- Provide for adequate insurance for all property and provide for adequate worker's compensation and insurance for all employees and provide adequate public liability insurance.
- Provide for the installation of an accounting system, which shall be adequate to meet the requirements of the corporation, and to require keeping of proper records of all receipts and disbursements.
- Secure annually the services of an auditor to audit books and records and provide a report.
- Support development activities of the Center.
- Make an annual contribution to the 4-H Center (according to your means) for 100% participation
- Attend to other matters that are presented to the board.
- Agree to annually sign and adhere to Holiday Lake 4-H Educational Center, INC's conflict of interest policy

Adopted, 2009

Holiday Lake 4-H Educational Center programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. EOAAE