



DIABLO NUMISMATIC SOCIETY  
JOB DESCRIPTION FOR THE POSITION OF  
**BOARD OF DIRECTORS**

Members of the Diablo Numismatic Society Board of Directors are trustees who are responsible for managing the Club in accordance with its bylaws, for acting on behalf and benefit of the Club's members and to facilitate interaction with donors, vendors, and events participants. They each have the duty to use proper and due care in the performance of their duties, utilizing the "prudent person" rule.

Overall, board members have a duty of loyalty to the Club, its members, and the other board members. While differences of opinion will likely arise, board members should keep disagreements impersonal. By practicing discretion and accepting decisions made on a majority basis, the board can accomplish unity and confidence in its decisions.

The board of directors should be open to self-evaluation and regularly review their own composition to ensure constituent representation, board expertise and commitment. The Board members perform their responsibilities through regular meetings and a committee structure that is appropriate for the size of the board and organization. All Board members are responsible for arriving at the meetings well-prepared and ready to engage in thoughtful dialogue.

**RESPONSIBILITIES**

- Attend all board and committee meetings and functions
- Stay informed about the organization's mission, services, policies and programs
- Review agenda and supporting materials prior to board and committee meetings
- Serve on committees or task forces and offer to take on special assignments
- Make personal financial contributions to the organization
- Actively participate in the promotion of the Club and its activities
- Suggest possible nominees to the board who can make a significant contribution to the work of the board and the Club
- Keep up-to-date on developments in the Club's field of interests
- Follow conflict of interest and confidentiality policies
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's monthly financial statements, and ensuring an accurate annual audit is completed on time