



EXECUTIVE DIRECTOR RESPONSIBILITIES

- Hire and supervise staff, and evaluates performance
- Carry out work of the organization, including program planning, implementation and evaluation
- Provide research, data and professional expertise to the Board and its committees; provide multiple options and alternatives for consideration
- Support Board members in performing their roles on the Board

BOARD RESPONSIBILITIES

- Establish policy—governing principles which set forth broad courses of action toward the pursuit of the organization's mission, goals and objectives
- Set up corporate and legal existence of the organization, and provide for continuity
- Evaluate effectiveness of Board functions and activities
- Hire and evaluate performance of the Executive Director
- Develop and oversee personnel policies and procedures
- Ensure that adequate staff, proper working conditions, salaries and facilities are provided
- Ultimate accountability for the services of the organization and for the expenditure of funds

JOINT RESPONSIBILITIES

- Public Relations—promoting the organization and interpreting its programs to the community
- Establish goals and objectives; set priorities and approve budgets; oversight for program planning and development
- Attend Board meetings, giving reports

INDIVIDUAL MEMBER EXPECTATIONS

Attendance: Board members are expected to attend at most scheduled meetings. Quigley House by-laws state that failure to attend three consecutive meetings without an excuse, shall be considered a resignation by the director.

Participation: Board members are required to actively participate in at least one of the two major fundraisers each year, serve on at least one standing committee, and support other ad hoc committees as needed.

Financial: Board members are expected to support our agency in the following areas: major fundraisers; board insurance costs; luncheon costs

Orientation and On-Boarding: An initial orientation session, including a tour of the Quigley House Shelter, is required for all new Board Members. In addition, all new members will participate in the Quigley House On-Boarding process.

Legal Duties of Quigley House Board Members

The following legal and fiduciary duties are the responsibility of each board member:

Duty of Obedience

Obedience to Quigley house's central purposes must guide all board member decisions. The board must also ensure that the organization functions within the law, both the laws of the State of Florida and the Federal laws as well as our own bylaws and other policies.

Duty of Care

Quigley House board members must exercise due care in all our dealings with the organization and its interest. This includes careful oversight of financial matters and reading of minutes, attention to issues that are of concern to the organization and raising questions whenever there is something that seems unclear or questionable.

Duty of Loyalty

Conflicts of interest, including the appearance of conflicts of interest, must be avoided. This includes personal conflicts of interest or conflicts with other organizations with which a board member is connected.

Duty of Confidentiality

Board members are obligated to keep confidential matters of a sensitive nature concerning the organization such as discussions of potential and actual policy and program changes, budget concerns and personnel matters.

Duty of Transparency

Board members also have an obligation to ensure that Quigley house is appropriately transparent in its operations. This entails the filing of IRS form 990 or 990-OPF, federal payroll deposits and reports and other appropriate informational and tax returns which are required to be made public.

I Shannah Kosek, have read and understand the above legal duties for which I am responsible as a Board Member of Quigley House for the term of:

July 1, 2013 until June 30, 2014

Dated this 15th day of July, 2013.

Shannah Kosek
Clay County Schools

Quigley House, Inc.
2013-2014 Board of Directors

Officers

President – **Steven Schultz** (IT Management Services, JIA)
Vice Pres. – **Janie Simpson** (Licensed Clinical Social Worker)
Secretary – **Jerry Coxen** (Investigations, Public Defender’s Office)
Treasurer – **Esther Nichols** (Partner, The Nichols Group, PA)

Mike Brost	(Public Utilities: JEA)
Russell Buck	(Banking; VyStar)
Sam Garrison	(Attorney, Kopelousos & Bradley, P.A.)
Gary Noble	(Chief of Police – Orange Park Police Department)
Shannon Harbour	(Professional Engineer)
Kathryn Hester	(Chief Nursing Officer, OPMC)
Quince Hopkins	(Professor of Law, FL. Coastal School of Law)
Shannah Kosek	(Supervisor, Adult/Community Ed., CCSD)
Joelle Marquis	(Executive, Arsenal Capital Partners)
Lorin Mock	(Fire Chief; Clay County Public Safety)
Floy Turner	(Criminal Investigator: International, Federal, State and local police level)



(H) = Home (C) = Cell
(W) = Work (F) = Fax

**Quigley House Board of Directors
2013-2014**

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