



***Wyandanch Community Development Corporation***  
***59 Cumberbach Street***  
***Wyandanch, New York 11798***  
***(631) 643-4786***

*Sondra Cochran*  
*Executive Director*

## ***Board Duties, Responsibilities and Committees***

**WCDC Board of Directors is the governing body of the organization:**

**Board Responsibility:** Members are responsible for the fiscal health and overall well being of the corporation.

**Role of the Members:** Membership on the Board is a responsibility and carries with it a serious commitment from both the individual and the organization. Members are required to fulfill the duties and responsibilities as outlined by the organization incorporation documents and bylaws, policy & procedures and other programmatic governing agency mandates.

It is the responsibility of the Directors to maintain vigilance over fiscal matters and corporate activities. Directors must review and comprehend the financial statements of the organization in order to make sound, informed decisions. This understanding of financial matters will assist the Executive Director whose responsibility is to manage the day-by-day operations of the organization.

**Members are bound by duty to:**

- Carefully review and understand the organization's Articles of Incorporation and By-Laws
- Be familiar with the facilities, personnel and programs
- Understand the various contracts and see that the conditions are satisfied
- Provide orientation and training for new members and review the Board composition in order to avoid any major turnovers in Directors
- Attend meetings and make sure that meetings are held on a regular basis
- Establish basic objectives and policies of the organization and ensure that they are adhered to
- Elect the required officers of the organization and review performance

- Delegate specific authority to officers and staff, sign contracts, open bank accounts, sign checks and engage in other activities that may require Board attention/approval
- Establish an agenda prior to each Board meeting and make sure that the appropriate time and attention is allocated to items on the agenda
- Ensure that minutes of each Board meeting are recorded, distributed and ratified
- Approve important financial, business and policy matters of the organization and ensure that all reports are prepared as required
- Be attentive to employee's withholding, social security, unemployment and workers' compensation and property taxes
- Hold an annual retreat/meeting for the Board of Directors to establish/review the strategic and business plans issues and identify and resolve any training needs

#### **WCDC Board of Directors:**

- ☐ **Sadie Badon, Chairperson**
- ☐ **Charlie Reed, Vice Chair**
- ☐ **Virginia Dawson Taylor, Secretary**
- ☐ **Betty Campbell, Treasurer**
- ☐ **Shirley Washington, Member**
- ☐ **Pecolia Bostic, Member**
- ☐ **Sandra Morgan, Member**

#### **Governance Committee:**

- ☐ **Sadie Badon**
- ☐ **Charlie Reed**
- ☐ **Virginia Dawson Taylor**

#### **Audit Committee:**

- ☐ **Sadie Badon**
- ☐ **Shirley Washington**
- ☐ **Betty Campbell**

#### **Finance Committee:**

- ☐ **Sadie Badon**
- ☐ **Sandra Morgan**
- ☐ **Pecolia Bostic**