

**NORTHWESTERN PUBLISHING HOUSE
JOB DESCRIPTION
NPH BOARD OF DIRECTORS**

OVERALL JOB SCOPE—NPH BOARD OF DIRECTORS

The board of directors has the principal responsibility for fulfillment of the organization's mission and the legal accountability for its operations. This means that as a group it is in charge of establishing a clear organizational mission, forming the strategic plan to accomplish the mission, overseeing and evaluating the plan's success, hiring a competent executive director, providing adequate support to that individual, and calling qualified individuals to carry out publishing objectives.

The board also ensures financial solvency of the organization, including overseeing that the organization is accomplishing its mission efficiently, devising its own system of accountability measures that include the quantity, quality, and timeliness of products and services provided. The board monitors the discrepancies between rhetoric/plans and actual results. The board approves the annual operating budget, capital expenditures, and the production budget for new products. The board also monitors five-year financial projections.

While some products and services may be needed from a ministry perspective, only a small percentage of the market may actually use them. Oversight of this issue requires that board members understand the ramifications of producing products and services that do not cover costs. Periodically the board should ask the following:

- Are the organization's goals consistent with its financial resources?
- Are we leaving a financially strong organization for future generations?

The board also oversees the maintenance of a fair compensation package and policies/procedures for its workers.

Board members have a duty of loyalty to the organization, its staff, and other board members. While differences of opinion are sure to arise, board members should seek to keep disagreements impersonal. By practicing discretion and accepting decisions made on a majority basis, board unity and confidence will be promoted.

Board members accomplish their functions through regular attendance at meetings. Ideally, at board meetings, members arrive prepared and ready to engage in thoughtful dialogue, and there is a group process which generates and uses the best thinking of its members.

The NPH Board of Directors oversee that Northwestern Publishing House is operated in a manner consistent with the constitution and bylaws of the Wisconsin Evangelical Lutheran Synod, the articles of incorporation bylaws of NPH, and sound business principles.

The NPH Board assures that all material released for publication conforms with the Word of God of the canonical books of the Old and New Testaments and as professed in the confessional writings of the Lutheran church as found in the *Book of Concord*, 1580.

GENERAL RESPONSIBILITIES—NPH BOARD OF DIRECTORS

Responsible for the mission, long-range goals, philosophies, general policies, and financial soundness of NPH.

SPECIFIC RESPONSIBILITIES—NPH BOARD OF DIRECTORS

Ensure the continuity, vitality, and faithfulness of the organization to its charter and bylaws.

Ensure that the products and services meet the requests and needs of our constituency.

Determine and maintain strong financial direction and procedures of NPH, assuring its financial soundness.

Ensure that the organization is maintaining sound personnel policies.

Periodically approve the mission, purposes, and values of the organization.

Periodically review the bylaws and other documents that establish the legal status of the organization.

Make certain that the products and services faithfully meet the standards of quality subscribed to by NPH.

Oversee that the organization meets all laws, regulations (local, state, national, international), and licensing or accreditation standards above and beyond the bare minimum required, including quality and safety.

Periodically review the organizational structure.

Oversee that good printed materials about the organization are available in an attractive and up-to-date format.

Approve selection of outside counsel (attorney).

Approve an annual operations plan.

Oversee that general operating policies, personnel policies, and job descriptions are in writing, are easily accessible (in binder format), and are regularly updated.

Approve an income and expense budget in line with policy.

Approve and monitor all long- and short-term borrowing.

Periodically review business insurance coverage for the facilities.

Authorize all bank signatures.

Establish financial procedures which are followed completely and accurately, including billing, accounts management, accounting, taxes, etc.

Review and approve compensation for key staff and a compensation plan for the total organization.

Approve company benefit plans and pensions or exceptions to plans as applicable.

Periodically monitor financial, statistical, and operations reports.

Determine the investment policy of NPH.

Select, appraise, support and give counsel to the president of NPH.

Call qualified individuals to the editorial positions of NPH.

Handle personnel problems of the called workers as requested by the president.

Take advantage of opportunities to enhance the organization's public image by periodically speaking to others about the work of the organization.

12/01