

# MOSAC2 BOARD MEMBER DESCRIPTION

Adopted: July 19, 2001

## Policy:

Because MOSAC2 needs an informed and trained Board of Director membership, it shall be the policy of this organization to provide new board members with a job description that describes the duties and responsibilities expected of each volunteer Board member.

## Scope:

1. Nonprofit Board members serve in a unique capacity – they are members of the organization’s key decision making body AND they are the major volunteer workers who help provide the service and funding needed to support the programming and governance decisions they make as board members.

2. This expectation of service is why MOSAC2’s Board Member description states that new and current members are expected to make some kind of a contribution to the organization and to serve on at least one committee – in addition to the time they spend as a Board Member.

## Position Description:

1. Position Title: Board member

2. Reports To: The Membership

3. Tenure: Two consecutive terms. Rotate off for at least one year.

4. Function:

- a. The Board makes planning and policy decisions
- b. The Board becomes responsible for financing those decisions
- c. The Board monitors implementation; and
- d. The Board promotes support for the organization

5. Responsibilities:

a. Attendance:

- i. To attend Board meetings and participate in some committee work

b. Mission:

- i. To define the mission and participate periodically in strategic planning to review purposes, programs, priorities, funding needs and targets of achievement

c. Executive Director

- i. To approve the selection, compensation, and, if necessary, dismissal of the chief operating executive (COE) and assure regular evaluation of the executive's performance.
- ii. To defend and support the COE against unfounded and/or unfair criticism from within and outside of the organization
- iii. To protect the COE's authority by keeping separate policy decisions and operational issues.

d. Finances:

- i. Approve the annual budget and monitor compliance
- ii. Decide policies regarding investments and management of capital or reserve funds

e. Program oversight and support:

- i. Create program governance policies (as needed), support the concept of the program and the work of the committee responsible for the project(s), ensure close relationship between program and mission, and provide leadership in the adoption/utilization of the program
- ii. Serve on one or more program committees

f. Board effectiveness:

- i. Work to assure the board fulfills the foregoing governance responsibilities and maintains its effective organizational structure, develops necessary policies and procedures, and recruits new board members to replace outgoing members.

6. Qualifications:

- a. Strong personal commitment to the mission of the organization.
- b. A desire to be representative of and responsive to, the membership's best interests.
- c. Agree to avoid conflict of interest and to submit any possible perception of conflict of interest to scrutiny by fellow Board members.
- d. Devote skills in the areas of creativity, leadership, community awareness, image building, and resource development to the betterment of the organization.

7. For those Board members who also serve as Trustee for the 501 (c)(3) public charity foundation portion of the organization, the following responsibilities also apply:

- a. Trustees of the Missouri School-Age Community Coalition are responsible for keeping the overall mission of the organization clearly in focus and ensuring that the activities and programs of the Coalition are in harmony with the mission.
- b. The Trustees are responsible for development, approval and adoption of a long-range plan and periodically revising the plan.
- c. The Trustees are responsible for overseeing the programs of the Coalition to ensure that the objectives are being achieved in the best fashion possible.
- d. The Trustees should develop and approve the operational policies and procedures governing the organization and ensure that the policies adopted are followed.
- e. The Trustees should ensure the basic legal and ethical responsibilities are fulfilled.
- f. The Trustees are responsible for security and managing adequate financial resources for the Coalition.
- g. The Trustees should continuously appraise itself and periodically devote time to analyzing both its own composition and performance.
- h. A Trustee will strive to attend all meetings of the Board and agree to attend a majority of the Board's meetings each year.
- i. A Trustee agrees to serve actively on at least one committee each year.
- j. A Trustee shall strive to give a personal gift, solicit individual gifts, obtain a gift from his/her company, participate in a fund-raising event and/or actively support funding applications.
- k. Members of the Board of Trustees are expected to have an avid interest in school-age care and out of school time program activities and administration. Also, knowledge of school age child development issues, methods of enhancing academic performance, and progressive play and recreation activities is desirable. Appreciation for diversity, professionalism, accreditation, and related issues will add greater enjoyment to Trustee's tenure.
- l. A variety of skills is sought; legal, financial, marketing, public relations and advertising, networking, fund raising, business and administrative, and communications.