

# JOB RESPONSIBILITIES

## Community Action Partnership of Madera County, Inc.

**POSITION:** BOARD OF DIRECTORS - Member

**SUPERVISES:** Executive Director/Agency

**DEFINITION:** Board of Directors is the principle policy making authority for Community Action Partnership of Madera County, Inc. (CAPMC). The Board of Directors holds the fiduciary responsibility while delegating the financial operation and program activities to the Executive Director. The Board is autonomous in its legal responsibility under CAPMC Charter, by laws and contractual obligations to funding sources.

### MAJOR DUTIES & RESPONSIBILITIES:

#### PLANNING

- Set and review the organization's vision, mission, code of ethics; agency core values.
- Plan; establish CAPMC's strategic plan, five-year goals and objectives.
- Evaluate the organization's programs and operations on a regular basis.
- Assist in developing CAPMC's strategic plan and approve departmental strategic plans.

#### FINANCE

- Ensure financial accountability of the organization.
- Oversee an ongoing process of budget development, approval and review.
- Raise funds or ensure that adequate funds are raised to support the organization's policies and programs.

#### HUMAN RESOURCES

- Supervision of the Executive Director (includes hiring, firing, accountability, and evaluation of the Executive Director's performance).
- Personnel policies (includes providing policy guidance about salaries, benefits, affirmative action, fair employment practices, and grievance procedures.)
- Volunteer involvement (includes setting policy regarding utilization of volunteers, and generally how the organization should treat, recognize and celebrate its volunteers.)

#### COMMUNITY RELATIONS

- Ensure the organization's programs and services appropriately, address community members' needs.
- Market the organization's services and programs.
- Maintain ongoing public relations.
- Cooperative activity (includes occasions when the organization could/should take part in coalitions, joint fund raising, collaborative functions, etc.)

#### ORGANIZATIONAL OPERATIONS

- Ensure the organization's administrative systems are adequate and appropriate.
- Ensure the Board's operations are adequate and appropriate.
- Ensure the organization and its Board members meet all applicable legal requirements.
- Ensure shared decision making occurs with all Head Start policy groups.

## **RESPONSIBILITIES AND RIGHTS OF A BOARD OF DIRECTOR**

### Board members' responsibilities

- Attend all board and committee meetings and functions, such as special events.
- Be informed about the organization's vision, 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.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the Board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow conflict of interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the Board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements

### Board members' rights

- To bring any concern about organization activities to the attention of the full board, whether the concern originates in the group the member represents, or is his or her own concern.
- To initiate any relevant new business for the Board's consideration through a motion in a board or committee meeting.
- To express opinions about issues or proposed items of business before they are placed before the Board for a vote (except when debate has been limited in advance and the member is not recognized during the allotted time).
- To request additional information on any subject under consideration and to personally question anyone who testifies before the Board, before a vote is called.
- To organize support for or against any matter which is brought before the Board for a vote, either before or during a meeting.
- To request that a vote be taken in a particular manner (roll call, hands, voice, or secret ballot).
- To request a summary of the internal policies and procedures which the Board has developed throughout its history.
- To request changes in minutes as printed before they are approved, to assure that they more accurately reflect what actually happened in the meeting.
- To request that a member's opposition to an item passed by majority vote be noted in the minutes.
- To move to defer action on any item of business to a later date.
- To be informed of business, scheduled to be considered and conducted at a meeting in sufficient time to discuss it with constituents before action is required.
- To discuss what has happened or is expected to happen at board meetings with other board members, the Executive Director or other staff, or any other interested party.
- To ask to be appointed to a committee that interests the member.

## **QUALIFICATIONS OF A BOARD OF DIRECTOR**

### Qualifications for Service – General-at-Large Board Position.

- Interest in and willingness to support the goals of CAPMC.
- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
- Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a develop sense of values, concern for your nonprofit's development, a sense of humor.

### Qualifications for Service - Designated Board Position

Three members of the Board of Directors must have special qualifications in order to serve on the Board; they are in addition to the qualifications listed above:

- Fiscal / Accounting Board Member: Three years experience in public / private nonprofit sector, plus three years in the financial / accounting field.
- Child Development / Early Childhood Education Board Member – Three years experience in public / private nonprofit sector, plus three years Early Childhood Education Field.
- Head Start parent – Board Member – Current Head Start parent or previously Head Start parent, with no minimum of years of experience required.