

# SCSAC-CAC Board Membership

## Job Description

**Position Title:** Member, SCSAC-CAC Board of Directors  
**Length of Term:** Three years (Two Term Limit)  
**Reports To:** SCSAC-CAC Board of Directors

The SCSAC-CAC Board of Directors is legally and ethically responsible for all activities of the organization. To that end, it:

1. Determines how the organization will carry out its mission through long and short-range planning
2. Adopts an annual budget and provides fiscal oversight
3. Recruits, orients, and develops board members
4. Hires and evaluates the performance of the executive director
5. Evaluates its performance and overall performance of the organization in achieving the mission
6. Review and approve policies for the effective management of the organization

### Responsibilities:

- Understand and promote the organization's mission
- Be familiar with the organization's programs, policies, and operations
- Attend board meetings and appropriate committee meetings
- Actively serve on at least one committee and offer to take on special assignments
- Review agenda and supporting documents prior to meetings
- Make an annual contribution to the organization commensurate with ability
- Participate in fund raising activities and special events
- Keep current on issues, challenges, and developments affecting the agency, mission, and vision.
- Strictly adhere to conflict of interest policies
- Strictly adhere to confidentiality policies

### Time Demands (approximate):

- Attend and actively participate in at least 75% of board meetings (4 quarterly board meetings, approximately 2 hours in length, on the 3<sup>rd</sup> Wednesday of January, April, July, and October)
- Attend and actively participate in committee meetings and related work (1-3 hours per month as determined by the committee)
- Attend and actively participate in the annual planning retreat (1 weekend day)
- Attend and actively participate in the annual meeting (approx. 3-4 hours)
- Attend special events such as fundraisers and ground breaking ceremonies (2 fundraisers per year recommended)
- Attend new board member orientation (approx. 3-4 hours)
- Meet with potential donors/funders to make a case for funding the organization, answer questions, etc. (approx. 4 hours annually)

### Financial and Resource Development Expectations:

- Give/Get an annual gift "commensurate or significant according to your circumstance" to the organization in order to achieve 100% board giving
- Participates in fundraising events
- Recruit sponsors, as needed
- Identify and cultivate potential donors