



Board Member

JOB DESCRIPTION

EXPECTATIONS OF THE BOARD AS A WHOLE

The mission of Cape Cod Young Professionals (CCYP) is to connect, engage, and advance Cape Cod's young workforce and future leaders.

As the highest leadership body of the organization, the board is responsible for satisfying the following responsibilities:

- Determining the mission and purposes of the organization
- Monitoring mission-focus across programs and activities
- Selecting, and evaluating, the performance of the CEO
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and sound financial management
- Fundraising and resource development
- Enhancing CCYP's public image and visibility
- Assessing its own performance as the governing body of CCYP

BOARD MEMBERS ARE ALSO EXPECTED TO:

- ✓ Complete an orientation session with the CEO and the Governance Committee Chair and/or Board President
- ✓ Follow the organization's bylaws, policies, and board resolutions
- ✓ Sign an annual conflict-of-interest disclosure and update it during the year if necessary
- ✓ Disclose potential conflicts before meetings and actual conflicts during meetings, recusing from deliberation and votes as needed
- ✓ Maintain confidentiality about all internal matters of CCYP

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Per the CCYP Bylaws (updated April 2019), board members serve for a term of two (2) years, unless serving by special appointment or filling an unexpired term, as recommended by the CEO or via the official Board member selection process. Board members may be re-elected for two (2) successive two (2) year terms, or a maximum of six (6) years of service. Each individual board member is expected to:

- Know the organization's mission, policies, programs, and needs
- Faithfully read and understand the organization's financial statements
- Serve as active advocates and ambassadors for the organization
- Fully engage in identifying and securing the financial resources and partnerships necessary for CCYP to advance its mission
- Leverage connections, networks, and resources to fully achieve CCYP's mission; benefit CCYP's fundraising and reputational standing; and influence public policy
- Give a meaningful personal financial donation
- Prepare for, attend, and fully participate in board meetings
- Ask questions if something does not make sense or if more information is needed
- Participate fully in one or more committees

THE “THREE T’S” AND OTHER REQUIREMENTS OF BOARD SERVICE

Gift of Time

Board Meetings. Board members are expected to attend regularly scheduled Board Meetings, including the Annual Board Retreat. Failure to attend the minimum number of regularly scheduled meetings as defined in the CCYP Bylaws may be considered cause for removal from the board, subject to acceptance by the Board of Directors. Board members should be prepared to actively participate in board meetings and review meeting materials distributed in advance of the meeting. Board members should ask discerning questions, constructively participate in deliberations, and vote according to their convictions.

Committees. Board members are expected to assume leadership roles and serve on at least one (1) CCYP committee. Members are expected to attend 75% of their committee meetings (frequency varies by committee, but most meet for monthly with an hour allotted per meeting).

Special Events. Board members are expected to participate in at least two (2) of of CCYP’s three (3) Annual Special Events, which include the Shape Your Cape Summit, Back to Business Bash, and Annual Community Breakfast. Board members are also expected to participate in regularly scheduled Connect events.

Gift of Treasure

All board members (100%) are expected to give a meaningful financial donation and to participate in some aspect of raising funds for CCYP, such as identifying funding prospects, stewarding donors, or supporting the CEO in “making asks” for funding. All board members are asked to become CCYP members and join the CCYP Giving Circle.

Gift of Talent

Board members are expected to volunteer their assistance in areas where their background, interests, and expertise would be of value. Board members are also expected to advocate for, and help increase the visibility of, CCYP’s work in the community through sharing information about CCYP at relevant events, writing letters of support for initiatives, meeting with political officials, etc.

I pledge to participate on the Cape Cod Young Professionals Board of Directors throughout my term in accordance with the above duties and expectations.

Signature

Print Name

Date