



CCYP Board Member Job Description

TERM: Three (3) 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 one (1) additional consecutive term.

PURPOSE: Determine the strategic planning and organizational decisions, assure adequate funding, monitor and sanction organization activities, and provide and monitor support to the Chief Executive Officer (CEO).

SPECIFIC DUTIES / EXPECTATIONS:

RECRUITMENT

All incoming board members must review and complete required documents including but not limited to: Conflict of Interest Statement, Job Description, WISP, Advocacy Agreement, etc. Certain documents must be updated annually. All board candidates must receive multiple positive references during the volunteer screening process. Board members are expected to provide timely updated volunteer documents upon request.

ORIENTATION

All incoming board members must attend a scheduled board orientation session or schedule a one-on-one orientation with the Governance Committee Chair, Board President, or CEO.

PERSONAL ATTRIBUTES:

1. Demonstrate commitment to CCYP's mission and vision and represent CCYP in the community as a member of the organizations leadership team.
2. Maintain high standing among his or her colleagues.
3. Present as a respected citizen of the community.
4. Demonstrate breadth of understanding and a tolerance of viewpoints of others.
5. Willing to state one's convictions, and equally willing to accept the majority decision when in conflict with one's own perspective.
6. Develop an interest in the objectives and programs of the organization.
7. Communicate openly and directly with the staff and other board members when pleased and displeased.
8. HAVE FUN!



INVOLVEMENT

Gift of "Time"

Board Meetings (5 out of 6 required)

Board members are expected to attend no less than 5 of the 6 bi-monthly board meetings per year. Board members are expected to arrive on time and stay for the full duration, with the expectation that the meeting will not exceed 2 hours. Failure to attend 84% of the regularly scheduled meetings in a calendar year could be considered an automatic resignation 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 your convictions.

Committees: One Standing committee required with 75% Attendance

Board members are expected to assume leadership roles and serve on at least one (1) standing committee. Members are expected to attend 75% of their committee meetings (frequency varies by committee).

Special Events: Attendance at Special Events is required.

Board members are expected to assume leadership roles and attend a minimum of two (2) Special Events annually. Board members are strongly encouraged to participate in regularly scheduled Coffee Connect, Lunch Connect, and After-Hour Connect events. Board Attendance is required at the Shape Your Cape Summit in April, Back to Business Bash in September, and the Annual Meeting /Anniversary Party in November.

Gift of "Treasure" (Board support of CCYP is required)

All board members (100%) are expected to donate or raise funds on behalf of CCYP. Board members are encouraged to give or get the equivalent of one \$500 donation (through assisting in the acquisition of a new sponsor, or identifying a community based funder for grants or donations by individuals). All board members are asked to join the CCYP Giving Circle.

Gift of "Talent" (One Philanthropic & One Advocate Role required)

Members are expected to work in areas where your background and interests would be of value. Members are expected to advocate within the community on behalf of CCYP. Members should be willing and able to act as advocates and interpreters of CCYP's mission to the greater community. Advocacy may include sharing information about CCYP at appropriate events, writing letters of support for initiatives, meeting with political dignitaries, etc. Members should be willing and accessible to Board and staff to share their professional area of expertise.



OTHER DUTIES

The Board is responsible for governing the organization and supporting and monitoring the CEO and staff in execution of critical functions. Board members have fiduciary responsibility to the organization and must ensure the budget, policies, and program efforts are consistent with CCYP's goals and objectives. All members are expected to familiarize themselves with CCYP's by-laws, mission, programs, and strategic goals.

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

Member: _____ Date: _____
Signature

Member: _____
Print First Name Print Last Name