



Board Member Job Description

Member of the Board of Directors

Mission

The mission of Communities In Schools of Madison County is to surround students with a community of support, empowering them to stay in school and achieve in life.

Position

The Board will support the work of Communities In Schools of Madison County (CISMC) and provide mission-based leadership and strategic governance. While day-to-day operations are led by CISMC's Executive Director, the Board – Executive Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Leadership, governance and oversight

- Serving as a trusted advisor to the Executive Director as she/he develops and implements CISMC's strategic and annual plans
- Reviewing Measurable Objectives created by CISMC for evaluating its impact, and regularly measuring its performance and effectiveness using those measurable objectives ; reviewing agenda and supporting materials prior to board and committee meetings
- Approving CISMC's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the Executive Director
- Assisting the Executive Director and board chair in identifying and recruiting other Board Members
- Partnering with the Executive Director and other board members to ensure that board resolutions are carried out
- Serving on committees or taking on special assignments

- Representing CISMCM to stakeholders; acting as an ambassador for the organization
- Ensuring CISMCM's commitment to a diverse board and staff that reflects the communities CISMCM serves

Fundraising

CISMCM Board Members will consider CISMCM a philanthropic priority and make annual gifts that reflect that priority. So that CISMCM can credibly solicit contributions from foundations, organizations, and individuals, CISMCM expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.

Board terms/participation

CISMCM's Board Members will serve a three-year term and be eligible for re-appointment for additional terms. Board meetings will be held monthly except in July and committee meetings will be held in coordination with full board meetings.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about CISMCM's mission and who has a track record of board leadership. Selected Board Members will have leadership stature in education, business, government, community, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in education, business, government, community leadership, or the nonprofit sector
- A commitment to and understanding of CISMCM's beneficiaries, preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of CISMCM's beneficiaries; the children of Madison County

Service on CISMCM's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.