



Governing Board Member

Governing Board Approved: January 18, 2007

VOLUNTARY/ELECTED POSITION:

Responsible for securing the maximum feasible participation of the residents of the area in which programs will be carried out and members of the groups that the programs serve at all stages in the development, conduct and evaluation of all programs.

ESSENTIAL FUNCTIONS:

- **Provide Vision** that will lead the development of a community shared vision which will give hope to individuals and families in poverty and which will inspire the community and the agency to respond at the highest possible level of commitment.
- **Provide Advocacy** by assessing the needs of low-income citizens, conducting community dialogue around issues of poverty, educating the community about public policy effecting low-income citizens and providing an avenue for low-income issues to receive community attention. Support advocacy efforts conducted by low-income citizens and ultimately the elimination of poverty.
- **Encourage the Leadership Development** that is required to create improved conditions for low-income citizens. Develop the leadership of low-income citizens and encourage them to be involved in agency planning and program implementation. Ensure investment in leadership development for non low-income citizens who are interested in building new community capacities for low-income people.
- **Make Community Capacity Building** around job training, economic development, health, education, child care and other life areas effecting low-income families, a priority.
- **Ensure Innovation** through creation of new approaches to the problems of poverty through research, experimentation and new services.
- **Embrace** the promise of community action and SEK-CAP's mission, vision and values.
- Ensure that the agency assists in the implementation of public policy by managing programs of local, state and federal government, and that programs of the agency align with its vision and strategies and are integrated into a comprehensive, seamless service delivery model.
- Authorize and give final approval to all applications, program plans and priorities, programs and budgets submitted to agencies for funding.
- Deliberate and establish policies of the Corporation.
- Appoint or elect committees considered necessary to carry out the business of the Corporation.
- Delegate to the Executive Director authority to achieve ends defined by the Governing Board, holding the Executive Director accountable for successful achievement.
- Annually participate in the evaluation of the Executive Director's performance.
- Set the compensation and benefits of the Executive Director.
- Attend all scheduled Board meetings, participate in Shared Governance and other training opportunities, and provide timely notice of any absences.

ESSENTIAL EXPERIENCE:

1. Expressed interest in assisting disadvantaged citizens by taking a leadership role.
2. Demonstrate a strong interest in community capacity building around the issues of poverty.
3. History of accomplishment in community services.
4. Must be reflective of the community, including current or former Head Start parents, and members selected for their expertise in education, business administration, or community affairs.

NOMINATION/ELECTION CRITERIA

- **Low-Income Sector:** Nominations to the Board for low-income sector positions may be made by active low-income groups or organizations serving the poor, Board members or staff. Any vacancy on the Board for low-income seats will be announced to low-income groups organized within the agency, such as Head Start Center Committees and the Head Start Policy Council. Those groups - if they choose - will, by democratic vote, select low-income individuals to nominate to the Board. Nominees for low-income positions must be low-income persons (at or below 185% of the federal poverty guidelines) or persons who are regularly employed or volunteering in service to low-income people. Low-Income Sector nominations to the Board must be persons chosen in accordance with democratic selection procedures adequate to assure that they are a representative of low-income individuals and families in the Sector served; and each representative of low-income individuals and families selected to represent a specific Sector must reside in that sector.
- **Elected (Public Official) Sector:** Any elected official of the Southeast Kansas area served by the agency, including State Representatives and Senators, may be recruited by the Board to fill Public Sector slots.
- **Private (Community) Sector:** Nominations to the Board from the Private (community) sector may be made by Board members or staff.
- **Head Start Act Requirement:** Must be reflective of the community, including current or former Head Start parents, and members selected for their expertise in education (Early childhood professional), business administration (financial expertise), or community affairs (Attorney).

OFFICER FUNCTIONS

- **Chairperson:** The Chairperson shall preside over all meetings of the Board of Directors. He/she shall appoint all committee members and their Chairpersons and be an ex-officio member of all committees (except the Nominating Committee).
- **Vice-Chairperson:** In the absence of the Chairperson or in the event of his/her death, or inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson, and when so acting, shall have all the powers of, and be subject to, all the restrictions upon the Chairperson. The Vice-Chairperson shall perform such other duties as from time to time may be assigned to him/her by the Chairperson or by the Board of Directors.
- **Secretary/Treasurer:** In the absence of the Chairperson and the Vice-Chairperson, the Secretary/Treasurer shall perform the duties of the Chairperson, and when so acting, shall have all the powers of, and be subject to, all the restrictions upon the Chairperson. The Secretary/Treasurer shall keep the minutes of the Board of Directors. He/she shall see that all notices are duly given in accordance with these by-laws as required by law. All checks must bear two signatures: one signature shall be the signature of the Secretary/ Treasurer or mechanical reproduction of that signature; the other signature shall be the signature or mechanical reproduction of that signature of the Executive Director or his/her designee. He/she shall be bonded in the amount determined by resolution of the Board of Directors. He/she shall keep a record of the post office addresses of each Director and Committee member, and, in general, shall perform all duties incidental to the office of Secretary/Treasurer and such other duties as from time to time may be assigned to him/her by the Chairperson or by the Board of Directors.
- **Nominating Committee Chairperson:** The Nominating Committee Chairperson shall preside over Nominating Committee meetings and shall make reports and recommendations to the Board as appropriate.
- **Audit Committee Chairperson:** The Chair shall preside over all Audit Committee meetings. The purpose of the Audit Committee is to assist the Board in fulfilling the fiduciary responsibility by providing oversight of the Organization's audit functions (external and internal), as well as other investigations (external and internal).

ACKNOWLEDGEMENT:

"I have presented this Governing Board job description and all aspects of the position have been reviewed."

Executive Director Signature

Date

"I have read this Governing Board Member job description and thoroughly discussed the contents with the Executive Director."

Governing Board Member

Date