

National Council for Leadership Board of Directors Job Description

BASIC DESCRIPTION: Provide visionary leadership and oversight for the accomplishment of the National Council for Leadership's (NCL) mission and purpose. The Board of Directors has the fiduciary responsibility to ensure the NCL meets its legal, financial, and programmatic responsibilities for its activities.

MAJOR RESPONSIBILITIES:

- A. Assist in determining policies and adherence to the NCL Bylaws, Personnel Practices, and operating procedures to ensure proper governance of NCL's human resources, assets, and infrastructure.
- B. Assist with Strategic Planning, assessment and maintenance NCL's viability to meet community and business needs by the mission of the organization.
- C. Assist in fundraising development, fund raising activities and brand recognition of NCL.
- D. Assist in the development, recruitment and sustaining of the Board of Directors.
- E. Evaluate and assess the performance of the President/CEO and operations.

I. STRATEGIC FOCUS

- A. Assist in determining policies and adherence to the NCL Bylaws, personnel practices, and operating procedures to ensure proper governance of NCL's human resources, assets, and infrastructure.
 - 1. Ensure the organization's compliance with Bylaws, personnel practices, and other operational procedures as determined by the Board of Directors and President/CEO.
 - 2. Provide the yearly review of Bylaws, Personnel Practices, and other operating procedures as established by the Board of Directors and President/CEO.
 - 3. Ensure all Board members have signed a Conflict of Interest Statement.
 - 4. Review financial and program records at board meetings.
 - 5. Attend Board and committee meetings.
- B. Assist with Strategic Planning, assessment and maintenance NCL's viability to meet community and business needs by the mission of the organization.
 - 1. Contribute to the development, maintenance, and adoption of Strategic Planning at least every five years.
 - 2. Monitor benchmarks set within strategic plans until completion or a new direction is determined.
 - 3. Ensure operations are consistent with the direction of adopted strategic plans and mission.
- C. Assist in fundraising development, fund raising activities and brand recognition of NCL.
 - 1. Contribute to the development and maintenance of relationships with corporate

- and individual donors.
 - 2. Assist in the identification and acquiring of Investment Donors through corporate donations, corporate sponsorships, corporate donor drives, or people who can give at the Investment levels.
 - 3. Participate and assist in the identification of partners for fundraising and special events.
 - 4. Assist in the development, maintenance and review of NCL branding and marketing.
- D. Serve as a member of a standing committee.
- 1. Serve on at least one Board committee.
- E. Assist in the development, recruitment and sustaining of the Board of Directors.
- 1. Determine the strategic composition of the Nominating Committee.
 - 2. Actively seek out and recruit potential Board members.
 - 3. Assist in the implementation of Board onboarding and retention efforts.
 - 4. Ensure Board adheres to Bylaws.
- F. Evaluate and assess the performance of the President/CEO and operations.
- 1. Assess the performance of the President/CEO on at least a yearly basis.
 - 2. Ensure that all staff receives a performance evaluation on an annual basis with the assistance of the President/CEO.
 - 3. Review employee appraisal system and benefits package, if applicable, on a yearly basis.
 - 4. Review financial report during Board and Executive Committee meetings.
 - 5. Review program outcomes during Board and Executive Committee meetings.

II. TIME COMMITMENT

- A. Attend quarterly scheduled Board meetings per year. Meetings set by Board.
- B. Attend committee meeting when scheduled by the committee chair.
- C. Undertake special request based on the needs of the Board and availability.
- D. Serve a one or two, three-year terms. The maximum amount of consecutive years served is six (6).

III. BOARD AND STAFF RELATIONSHIPS

- Good Board and staff relationships are important factors in the efficient functioning of an organization.
- The National Council for Leadership, Inc. Board of Directors is responsible for policy determination, reviewing the recommendations of NCL Committees and providing general direction for the organization.
- The staff of NCL administers the policies set by the Board of Directors, implements programs and assists in developing policy recommendations. The team performs the work of the organization. Volunteers prepare, review and follow up on program

recommendations because of staff's work. The Board of Director's primary team relationship will be with the President/CEO as consistent with the Bylaws and Personnel Practices.

BOARD EXPECTATIONS

1. Understand and agree with the legal responsibilities for NCL and those of my fellow board members, and as a member of the board will help ensure the legal and ethical integrity and maintain accountability.
2. Accept and follow NCL's bylaws and principles of governance and understand that I am morally responsible for the fiscal health and well-being of NCL.
3. Understand the Board is fiscally responsible for this organization, Board members must know what our budget is and take an active part in reviewing, approving and monitoring the budget and support fundraising efforts to meet it.
4. Provide or generate financial donations. Make a one-time donation (personal) each year, or pledge to give a certain amount several times during the year.
5. Exercise due diligence as a Board member, to help ensure adequate resources for NCL to fulfill its mission. Actively engage in fund-raising for NCL in whatever ways are reasonable and best suited for each member.
6. Actively promote NCL and encourage and support its staff, enhancing NCL's public image and standing by clearly articulating NCL's mission, accomplishments and goals to the public and garnering support from the community.
7. Participate in the selecting of the president and chief executive officer, determining their responsibilities, providing the moral and professional support he or she needs to further the goals of the organization and assessing their performance.
8. Attend orientation sessions for new Board members and other recommended onboarding activities.
9. Seek qualified people to join and assist the board in its mission, support with their direction, and assess the performance of the entire board.
10. Attend the regularly scheduled board meetings and other ad hoc meetings as scheduled. Board members must make at least 70% of the meetings.

Phase 2: Expansion of the Board Establish Board Committees, Descriptions and members.

- Finance [name] (Chair)
- Programs [name] (Chair)
- Development [name] (Chair)
- Marketing [name] (Chair)
- Nominations [name] (Chair)
- Audit [name] (Chair)
- Human Resources [name] (Chair)

[END]