

Board Member Job Description

As an elected/appointed delegate or alternate to the St. Anthony Park Community Council you are a member of its Board of Directors which has responsibility for governing the organization, including planning, financing and policy decisions.

Your jobs:

Represent the neighborhood and facilitate participation:

Board members often serve as representatives of the neighborhood, make decisions on the neighborhood's behalf and serve as facilitators of neighborhood participation in decision-making. Board members create opportunities for neighborhood residents to come together to voice their diverse opinions. The goal is to move the community toward consensus by helping people move past self-interest to the common good.

Develop and implement policy:

Develop policies, goals and objectives and guide the implementation of the Council's programs. Policies are plans which guide decisions and actions. Setting policy includes the identification of different alternatives, such as programs or spending priorities, and choosing among them on the basis of the impact they will have. Board members, in their role of neighborhood volunteer, often help staff implement policies, goals and objectives of the Council.

Monitor finances and participate in fundraising:

Be the final authority for all contracts, budgets and proposals. Regularly review financial and program reports from staff. Take responsibility for the business and corporate affairs of the Community Council. Participate in annual fundraising efforts.

Term:

Board members' terms of offices are as follows: Residential delegates – two years; Business delegates – one year; Alternates (residential and business) - one year.

Title:

St. Anthony Park Community Council Delegate or Alternate

Responsibilities:

- Attend all Board meetings. A member can be removed from the board if he/she has three absences. Board members are expected to be fully prepared regarding meeting agenda items. Express opinions, offer information, and ask questions during board meetings.
- Serve on at least one committee of the Board or offer to take on special assignments.
- Assist in recruiting participation from their neighborhood for SAPCC committees and special projects.
- Keep informed on issues of concerns to the organization and to share information on neighborhood issues and projects at Board meetings.
- Support fundraising efforts and seek ways to maintain and enhance the financial base of the organization.
- Represent the needs of the constituency to the organization and to communicate decisions and policies of the organization to the community.
- Act ethically at all times with the best interest of the community as the primary focus. Declare any conflicts of interests.
- Have familiarity with the Policies and Procedures document as well as the Bylaws.

Time Commitment:

Approximately 4-8 hours/month (2 to 3 meetings). Occasional help with projects, events, testimony or serve as liaison to other neighborhood groups