

Connecticut After School Network, Inc.
Board of Directors

Job Description

The Connecticut After School Network is dedicated to promoting young people's safety, healthy development and learning outside the traditional classroom. We do this by providing training and technical assistance to improve program quality; influencing policy on behalf of youth and families; and expanding funding opportunities.

Purpose: The Board of Directors of the Connecticut After School Network, nominated and elected by a simple majority of the Board of Directors, is empowered by law to govern the affairs of the organization in the most effective and efficient manner possible. A Network Board Member accepts an inherited tradition and makes a commitment to the future. Board members work together to act on their convictions and meet the network mission.

Meetings: Required at least quarterly, typically 8-10 annually, as scheduled.

Size: Not fewer than 3, nor more than 15 Directors. Current Board size is 13 members. A quorum consists of 51% of the number of directors in office immediately before the meeting begins.

Authority: As stated in the Bylaws of the Connecticut After School Network, Corporate Laws of the State of Connecticut, and Federal Legislation.

Accountability: Each member of the Board of Directors is accountable for the operation of the Network according to the terms of the Articles of Incorporation and Bylaws. Each Director has a fiduciary responsibility to the members of the Network, which transcends their individual relationship to his/her employer. The Board of Directors represents the membership of the Network, and each director understands and accepts responsibility for furthering the achievement of the Network's purpose. The Board will make an annual report of its plans and work to the membership at its annual meeting. The Board of Directors is also accountable to the State of Connecticut and U.S. Government regarding regulations of a Not-for-Profit Corporation (e.g. Equal Opportunity Employer, Internal Revenue Service Policies, Sarbanes-Oxley Act as applicable to non-profits, Charitable Solicitation, Occupational Safety and Health, etc)

The Board governs the Network by emphasizing strategic direction and values. The board recognizes that the resources and values of the Network preclude a large administrative staff, therefore, some work must be carried by volunteers, including Directors.

Board Members work to function effectively together, striving to achieve consensus decisions.

Major Functions

1. **Strategic Planning:** Develop and implementing the long-range plan for the Network making sure the needs of the membership are addressed as they relate the mission, and vision of the Network.
2. **Membership Development:** Work with staff to assure that the Network broadly incorporates the membership of individuals who work in and support after school programs. Plan for its own succession by nominating and electing a diverse representation from membership and public to Board. 8-10 Board members (more than 50%) will be representatives of after school programs.
3. **Employed Personnel:** Employ an Executive Director and delegate the employment responsibilities of the other staff; establish personnel policies including Equal Employment Opportunities; adopt and revise salary scales; review and approve benefits.
4. **Budget and Finance:** Adopt an annual budget consistent with Network strategic plan and resources; establish finance policy and control. Assure compliance with State and Federal Laws of Non-Profits as applicable.
5. **Buildings and Equipment :** Make sure the Network has sufficient funds to sustain an office and equipment necessary for programs/work.
6. **Public Relations:** Represent the concerns and needs of after school programs, professionals, children and youth. Educate the membership, funders, government officials, legislative leaders and others about excellence and high quality after school programs.

Responsibilities

1. Review and understand Network Bylaws.
2. Regularly attend board meetings.
3. Sufficient advance preparation and informed, objective participation in meetings.
4. Active participation on a minimum of one sub-committee that supports the function of the Board and Network.
5. Active representation of the interests of members.
6. Take all possible measures to avoid a real, or perceived, conflict of interest.
7. Safeguard the Network's property and other assets, including protecting the organization's tax exempt status.
8. Monitor employer responsibilities.
9. Seek expert advice before taking any action which the directors lack reasonable competence to handle.
10. Understand the scope of the Network on a statewide and national spectrum, use this insight in the strategic planning process and program/service evaluation process of the Network.
11. Secure the confidentiality of the Board's work, until such time as information is released to the public.
12. Be professional members of the Network.

The Board will elect from its membership the following officers: Chair, Vice-chair, Secretary, and Treasurer. Nominees for these leadership positions should consider their willingness and qualifications

to serve in these capacities. Separate job descriptions for each define responsibilities. The term for officers is one year.

Directors do not receive compensation for their service. All expenses incurred by a Director to participate are the responsibility of the Director, except in special circumstances.

The term of each Director is three years; re-election is permitted and encouraged. For practical reasons, a nominee should be prepared (with employer support) to serve for one term and spend at least 4 hours per month on Board affairs, including Board meetings.

Participation in Board meetings by telephone is permitted, although in-person participation is strongly encouraged for at least 3 meetings per year. Discussion among Directors by phone or internet email, between meetings, is to be expected.

Directors may be chosen by the Executive Director or Executive Committee to represent the Network at statewide, regional, or national meetings. Selection will be made based upon Director expertise, availability, or seniority. If possible, the responsibility will be rotated. Expenses associated with this responsibility will be paid by The Network.

A Director may resign at any time by delivering written notice to the Board of Directors. A Board Member may be removed with or without cause with a three-fourths vote of the remaining directors. A director may be removed only at a meeting called for that purpose, and the meeting notice shall state that the purpose, or one of the purposes, is the removal of the director.

The Connecticut After School Network is committed to a policy of fair representation on the Board of Directors, and does not discriminate on the basis of race, physical handicap, gender, religion, sexual orientation, or age.

Qualifications

1. Understand and support of the Network Vision, Mission, and issues related to the field of after school programming.
2. Ability to listen, analyze, think clearly and creatively.
3. Is able to express self articulately.
4. Works well with individual people and groups .
5. Willingness to prepare for and attend board and committee meetings.
6. Willingness to ask questions.
7. Take responsibility and follow through on a given assignment .
8. "Opens doors" for network at a local, state, regional or national level.
9. Is willing to evaluate oneself .
10. Is willing to develop certain skills if you do not already possess them.
11. Is willing to cultivate and recruit other board members and volunteers.
12. Is able to read and understand financial statements.

13. Is willing to learn more about the substantive program area of the Network.
14. Possess honesty, sensitivity to and tolerance of differing views.
15. Is friendly, responsive, and patient.
16. Has personal integrity, a developed sense of values, and concern for Network's development.

Connecticut After School Network, Inc.
Board of Directors
Board Chair

Job Description

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The Board of Directors shall elect officers from among the Directors. Officers are elected for a term of one year at the annual meeting. An officer may serve for more than one term if elected.

The Board may remove an officer at any time with or without cause.

This job description is to be reviewed in combination with that of a Board Member for the full scope of responsibilities related to this position.

Purpose: The Chair shall serve as the Chief Volunteer Officer of the Connecticut After School Network and will work in partnership with the Chief Professional Officer, or Executive Director of the Network. The Chair provides leadership to the Board of Directors, specifically, and the Network.

Responsibilities

1. Convene and preside over regularly scheduled board meetings; in his/her absence arrange for other members of the Executive Committee to preside or arrange regularly scheduled meetings in the following order: Vice Chair, Secretary, Treasurer.
2. Convenes and presides over meetings of the Executive Committee as needed.
3. Develops the agenda for Board Meetings with the Executive Director.
4. Is a partner with the Chief Executive in achieving the Network's mission.
5. Encourages Board's role in strategic planning.
6. Appoints the chairpersons of committees, in consultation with other Board members.
7. Serves as member of at least one board sub-committee in addition to Executive and Evaluation sub-committees, and attends regular sub-committee meetings.
8. Serves as ex-officio member of committees in which he/she is not a member, attends their meetings when invited.
9. Discusses issues confronting the organization with the Chief Executive.
10. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
11. Reviews with the Chief Executive any issues of concern to the Board.
12. Monitors financial planning and activity reports.
13. Formally evaluates the performance of the Chief Executive with other members of the Executive Committee. Informally evaluates the effectiveness of other Board members.
14. Member of Evaluation Sub-Committee and participates in the evaluation of the organization in achieving its mission.

15. Performs other responsibilities assigned by the Board.

(Developed using the following resource: "Sample Job Description for Members of Boards of Directors," Carter McNamara, MBA, PhD., www.managementhelp.org, copyright 1997-2008. Adapted from the Field Guide to Developing and Operating Your Nonprofit Board of Directors)

Connecticut After School Network, Inc.
Board of Directors
Vice- Chair

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Purpose: The Vice-Chair shall perform the duties of the Chair in the event of the Chair's absence or disability, and shall have such responsibilities and perform such duties as the Board of Directors assigns to the Vice-Chair.

Responsibilities

1. Is an active member of the Board of Directors and the Executive Committee.
2. Performs Chair responsibility when Chair unavailable. (See Chair Job Description)
3. Serves on a minimum of one Board sub-committee, in addition to Executive Committee.
4. Reports to the Board Chair.
5. Works closely with the Chair and other staff.
6. Participates closely with the Chair to implement annual officer transition plans in accordance with ByLaws.
7. Performs other responsibilities as assigned by the Board.

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Connecticut After School Network, Inc.
Board of Directors
Secretary

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The Board may remove an officer at any time with or without cause.

This job description is to be reviewed in combination with that of a Board Member for the full scope of responsibilities related to this position.

Purpose: The secretary shall insure the completion of: Network record of Board Action and Minutes; sending out board meeting announcements; distributing copies of minutes and agendas to each Board member; and maintaining corporate records.

Responsibilities

1. Is an active member of the Board of Directors and Executive Committee.
2. Maintains records of the Board and ensures effective management of Network's records.
3. Manages minutes of Board meetings.
4. Ensures minutes and upcoming agenda are distributed in advance of each Board meeting.
5. Is sufficiently familiar with legal documents (articles, bylaws, IRS letters, etc) to note applicability during meetings.
6. Is an active member of a minimum of 1 committee, in addition to Executive Committee.

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Connecticut After School Network, Inc.
Board of Directors
Treasurer

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The Board may remove an officer at any time with or without cause.

This job description is to be reviewed in combination with that of a Board Member for the full scope of responsibilities related to this position.

Purpose: Chair of the Finance Committee, the treasurer will assist in the preparation of the budget with staff and make financial information available to the Board members and the public. The Treasurer shall deliver the financial report to the Board at each Board meeting.

Responsibilities

1. Is an active member of the Board of Directors and The Executive Committee.
2. Manages the finances of the organization with the assistance of Network staff.
3. Provides annual budget to the Board of Directors for approval.
4. Ensures development and board review of financial policies and procedures in accordance with accepted accounting standards.
5. Is Chair of the Network Finance and Audit Committees.
6. Delivers the financial report to the Board of Directors at each Board meeting.

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Connecticut After School Network, Inc.
Board of Directors
Committee Chair

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The Board may create committees or advisory groups as needed to support the goals of the organization. The creation of a committee and the appointment of directors to a committee shall be approved by a majority of all the Directors in office when the action is taken. The Board Chair shall appoint all committee chairs.

This job description is to be reviewed in combination with that of a Board Member for the full scope of responsibilities related to this position.

Purpose: To convene and guide action of the assigned committee or advisory group.

Responsibilities

1. Is an active member of the Board of Directors.
2. Convenes, as guided by the Board of Directors, individual meetings of the sub-committee or advisory group.
2. Sets tone for the committee work.
3. Ensures that members have the information needed to do their jobs; distributes announcements, minutes, agendas and other information in advance of meetings.
4. Oversees the logistics of committee's operations and meetings.
5. Develop agenda for individual meetings and maintain records and minutes of meetings, as appropriate.
6. Reports to the Board Chair.
7. Reports to the full Board on committee's decisions/recommendations.
8. Works closely with the Chief Executive and other staff as agreed to by the Chief Executive.
9. Assigns work to committee members, sets the agenda, runs meetings.
10. Operates in accordance to Bylaws of the Network, particularly for committees specified in the Bylaws.

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