

**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.