

We eliminate poverty by empowering families and engaging communities.



<b>Board Member Name</b>		
	<b>Service Year (3-year term)</b>	
<b>Job Title</b>		
<b>Member of CAPLP Board of Directors</b>		
<b>Originally Prepared By</b>	<b>Date Prepared:</b>	<b>FLSA Status:</b>
<b>Kim Trautman, Human Resource Director</b>	<b>8/2021 Update</b>	<b>N/A</b>
<b>Reports To</b>	<b>Approved By</b>	
<b>Chair of the CAPLP Board of Directors</b>		
<b>Board Member Signature</b>	<b>Date</b>	
<b>Chair of the Board of Directors Signature</b>	<b>Date</b>	

**JOB FUNCTION:**

To serve the Board as a voting member and to set policies and regulations for means to reach goals, to fully participate in the development, planning, implementation & evaluation of the Agency to serve low-income communities and control and monitor finances of the organization. Finally, to embrace, advocate, and carry out the mission, vision and core values of the Agency and adhere to all Agency Policies and Procedures.

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**REPORTING TO THIS POSITION ARE:** Agency Executive Director

**AGENCY EXPECTATIONS OF A MEMBER OF THE BOARD:**

**A. Expected Meeting Attendance:**

1. Regularly attend standing meetings as scheduled (11 per year)
  - a. Be prepared for meetings and read all materials provided
  - b. Be willing to ask questions, exercise healthy skepticism
  - c. Be willing to make decisions
  - d. Become familiar with Board by-laws, policies and procedures, organizational structure, decision-making processes, and parliamentary procedure in order to be an effective representative
2. Notify main office if unable to attend scheduled meeting, to assure the attendance of a quorum
3. Attend Board retreats, orientations, n-service workshops, and other Board development activities
4. Attend and participate in special events as needed
5. Work toward the achievement of Agency-wide strategic plan goals, strategies, and measures
6. Embrace, advocate, and carry out the mission, vision, and core values of the Agency

**B. Obligations:**

1. Determine personnel, fiscal and program policies
  - a. Develop the long-range financial plan
  - b. Review and approve the annual audit to ensure that funds are spend responsibly
  - c. Members of the Finance Committee have the responsibility to oversee fiscal management monthly
2. Hire, supervise and evaluate the Executive Director
  - a. Participate in the annual performance review and annual compensation review of the Executive Director
  - b. Realize that the Executive Director has supervisory responsibility of all Agency staff
3. Mobilize resources and understand the needs of your community to meet needs and achieve goals
  - a. Find out where there are unmet needs in your community
  - b. Gather input from the community about how to meet those needs

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- c. Ask about CAPLP work in your community; find out if CAPLP is performing its job and purpose
4. Consider program proposals and budgets for approval and take appropriate action
5. Develop, maintain, and update short and long-range plans
  - a. Be knowledgeable about CAPLP operations and program delivery environment
  - b. Focus on important and long-range goals; avoid micro-managing the Agency
  - c. Bring your experience and knowledge of your community to the Board table
6. Advocacy
  - a. Be involved in the work of the Board and take interest in CAPLP challenges and prospects.
  - b. Advocate for CAPLP in your community
  - c. Attend CAPLP events in your community when appropriate
  - d. Educate public officials and legislators about the mission of community Action
  - e. Recommends and implements methods for ongoing fundraising/resource mobilization
7. Abide by CAPLP Core Values
  - a. **Raise the Bar:** We always strive for excellence and never settle for the status quo
  - b. **Be Brave:** We challenge ourselves to go further than before, endure obstacles and try new things
  - c. **Do the Right Thing:** We have the strength of character to do the right thing even when it's not easy
  - d. **Care for Each Other:** We respect, trust and care for ourselves, our customers, and our teammates
  - e. **Help People:** We help people help themselves and each other, focusing on those who need us the most

## **QUALIFICATIONS:**

### **Minimum**

- Be among the mandated 1/3 of Elected Officials
- Be among the mandated 1/3 Private Sector to ensure benefits from board community involvement
- Be among the mandated 1/3 of a low-income population to ensure maximum feasible participation
- Have a deep desire and interest in assisting low-income and disadvantaged individuals and families overcome poverty