

MN-CCD Board Member

Job Description



Mission:

The Minnesota Consortium for Citizens with Disabilities (MN-CCD) is a broad-based coalition of organizations including providers and advocates dedicated to improving the lives of persons with disabilities. We address public policy issues that affect people with disabilities, by collaborating with others, advocating, educating, influencing change, and creating awareness for understanding.

Purpose Statement:

To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of MN-CCD so as to support the organization's mission and needs. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

Length of Term:

Directors are elected by the membership at the Annual Membership Meeting. Directors serve for a two-year term. Directors may be re-elected for additional two-year terms.

Time Commitment:

A time commitment of five hours per month (includes meeting and meeting preparation time). The effort will be made, whenever possible, to hold meetings during workday hours.

Core Responsibilities:

- Organizational leadership and advisement
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach
- Participation in the Strategic Planning process
- Participation on a standing committee of the board, and serve on ad-hoc committees as necessary.

Expectations:

- Represent MN-CCD to stakeholders; acting as an ambassador for the organization.
- Knowledge and skills in one or more areas of Board governance: policy, finance, development, personnel, communications/public relations.
- Prepare for and participate in the discussions and the deliberations of the Board.
- Attend and participate in meetings on a regular basis, and special events as able.
- Be aware and abstain from any conflict of interest.
- Become familiar with MN-CCD finances, budget, and financial/resource needs.
- Understand the policies and procedures of MN-CCD.
- Financially support MN-CCD in a manner commensurate with one's ability.
- Partner with the Executive Director and other board members to ensure that board resolutions are carried out.

Approved by the Board of Directors on January 30, 2014