

JOB DESCRIPTION A D V I S O R Y B O A R D M E M B E R Champion's Choice for Early Learning

AUTHORITY/RESPONSIBILITY:

The Board serves in a governing capacity for *Champion's Choice for Early Learning*.

The Board is responsible for overall policy and direction of *Champion's Choice for Early Learning* and delegates responsibility for day-to-day operations to the Preschool Director, Board Members and Staff.

The Chair is responsible for providing leadership to the board by informing members of meeting times and dates, making reminder calls of planned meetings, preparing an agenda worksheet, following up after the meeting with secretary to see that minutes have been typed and sent to board members, checking up with committee heads to determine progress of committee effectiveness, and presiding over meetings. In this position, the chair should be familiar with Robert's Rule of Order and see that the meetings run accordingly.

QUALIFICATIONS/SKILLS:

- Confess faith in Jesus Christ and be in agreement with CCEL statement of faith in our handbook.
- Be a member in good standing in a local church for a period of at least one year and/or be approved by existing board.
- Be a member of the community for at least one year, and be able to pass a preliminary criminal background check for those residing in the state for at least five years, and a complete background check for those living in the state for less than five years.
- Supply a letter of recommendation from their pastor and/or be approved by the existing Board Members.

TERM: Board members are elected at any board meeting where all board members are present by a unanimous vote. Board members serve for up to a five-year term. They can serve a one year term. Board members are eligible for re-appointment.

REQUIREMENTS:

- Commitment to the work of the organization
- Knowledge, interest and/or skills in one or more areas of Board advisement: community resources, policy, finance, programs, and/or personnel, education, early childhood development, work of the Lord
- Willingness to serve on at least one committee and actively participate in fundraising when needed
- Attendance at Board meetings
- A time commitment of up to three hours every month, (includes Board preparation, meeting and committee meeting time)
- Be informed of the services provided by *Champion's Choice for Early Learning* and publicly support them
- Prepare for and participate in the discussions and the deliberations of the Board

MAJOR DUTIES:

- Advise management in establishing and meeting long and short term goals, objectives and priorities for *Champion's Choice for Early Learning*
- Govern policy of *Champion's Choice for Early Learning* and advise program administration when needed
- Promote program enrollment through community networking, etc.
- Be accountable and seek nominations for election to the Board when appropriate
- Prepare for and participate in the discussions and the deliberations of the Board
- Foster a positive working relationship with other Board members, and *Champion's Choice for Early Learning* staff
- Maintain confidentiality in discussions of a sensitive business or personnel matter

Name of Nominee: _____

REVIEW/APPROVAL DATE: _____