



## ALIVE Board of Directors Position Description

**Position Title:** Board Member

**Term:** All directors shall serve three year terms. All directors are eligible for re-election for up to two consecutive terms. Officers are eligible for serving two years in the same position.

**Time Commitment:**

- This is a working board and all members contribute their time and efforts.
- The board shall meet at least monthly at an agreed upon place and time.
- Board meetings, special projects and committee work of up to 15-20 hours a month.

Unless the board invokes executive privilege, all board meetings are open to the membership. Additional time commitments will reflect appropriate time to accomplish tasks and duties of the board. Meetings usually take place via conference calls or web based technology.

**Qualifications:**

- ALIVE member and personal connection with the organization's mission;
- Proven leadership skills
- Available for active participation
- Representative of profession to include, but not limited to: demographics, geography, areas of expertise within the field
- Access to multiple resources to include, but not limited to: foundations, corporations, community connections, political connections, media connections
- Visionary, Strategist, Consensus builder

**Position Summary:**

**Key Responsibilities**

- Attend a minimum of 9 out of 12 board meetings via online or in person, facilitating at least one (2-3 hours per meeting including prep time) per year.
- Communicate with members in your region (2-4 hours per month).
- Research information in regions, including, calendars, DOVIA's, State Associations, commissions, and regional conferences and report back to board (1-3 hours per month).
- Active member of at least one committee that actively supports our focus areas (3-5 hours per month).
- Create or host at least one professional development opportunity (webinar, roundtable idea exchange, live presentation, etc) per year following ALIVE's professional standards (2-4 hours per year).
- Perform other duties if needed as assigned by Board President (2-5 hours per month).
- Be available to board members to problem solve issues or concerns pertaining to their responsibilities.
- Financial donation to ALIVE annually.
- Sign a conflict of interest statement.