



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.

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, usually via conference call or web-based technology.
- Board meetings, special projects, and committee work of up to 15-20 hours a month.

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
- Willing to leverage personal and professional networks to extend ALIVE's reach, which may include, but is 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 (1-2 hours per meeting including prep time), facilitating at least one per year, as needed.
- Provide advance notice and a written update when unable to attend a meeting, review minutes, and complete action items as follow-up in a timely manner.
- Lead or co-lead at least one committee, sub-committee, or equivalent project that supports ALIVE's mission, annual goals, and strategic plan (3-5 hours per month).
- Engage, lead, and delegate tasks to volunteers to support assigned committees and projects, create a pipeline for board leadership, and develop leaders in the field of volunteer engagement.
- Communicate with members in your region and research information about Local Associations and conferences in your region, as requested by the Membership Committee (1-2 hours per month).
- Create or recommend potential professional development opportunities (webinar, roundtable idea exchange, community of practice, live presentation, etc), as requested by the Programs and Advocacy Committee (2-4 hours per year).
- Perform other duties if needed as assigned by the Board President.
- Share your skills and networks to solve issues or concerns pertaining to the organization and board member responsibilities.
- Encouraged to make a financial donation to ALIVE annually, as able.
- Read and complete the acknowledgment form in ALIVE's policy manual, including the conflict of interest statement, annually.