AL!VE 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:
  ● AL!VE 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 AL!VE’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 AL!VE’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 AL!VE annually, as able.
  ● Read and complete the acknowledgment form in AL!VE’s policy manual, including the conflict of interest statement, annually.

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