



Board of Directors Position Description

Position: Board of Directors Member

Purpose: To provide organizational oversight and contribute directly to the mission and goals of MN Computers for Schools.

Reports to: Chair of the Board of Directors

Duties, Responsibilities and Expectations

Duties and Activities	Responsibilities Fulfilled ¹	Expectations (note: total time commitment is about five hours per month or 60 hours per year.)
Come prepared to actively participate in eleven 1-1.5-hour board meetings per year and one extended planning session. (11-16 hours). Meeting functions include fulfilling legal oversight functions, contributing to continuous improvement and innovation, strategic planning, sharing expertise for problem resolution, identifying external resources, etc.	1,3,5,6,9,10	Attendance at every board meeting is essential to execute several board responsibilities. Efforts will be made to facilitate remote participation if travel conflicts with the annual meeting schedule. Approximate commitment is 15 hours per year plus review of documents in preparation.
Actively participate in the oversight, planning and project work of at least one board-designated committee, which minimally involves participating in 5-6 working sessions plus additional follow up tasks. Some of these meetings may be scheduled for remote participation.	2,3,5,8,9,10	Like board meeting participation, committee and project work fulfills many board responsibilities. Depending on the committee and projects identified, this activity will require about 15-25 hours per year.
Participate in identification and solicitation of program resources such as computer donations, project funding from foundations and companies, public funding, grant contacts etc. If resources allow, contributes personally to projects identified as a special board effort.	4,9	This will vary depending on an individual board member's position and personal network. Each board member is expected to be involved to some extent with fundraising and resource development. Expected time about 12-18 hours.
Utilize personal and professional network to identify new project partners, volunteers for board and committee work, and general advocacy of the MCFS mission, including attendance at special events.	7,8,9	This will vary depending on an individual board member's position and personal network. Each board member is expected to be involved to some extent this activity. Expected time is about 6-12 hours.
Maintain ethical standards with regard to confidentiality, conflict of interest, board-staff relations, and overall board responsibilities.	5,10	Done in context of other work.

¹ Please see Appendix A [Ten Basic Responsibilities of Nonprofit Boards](#) for the Key to numbered responsibilities fulfilled.

Qualifications

- Able and willing to commit 40+ hours per year to actively participate in board and committee work
- Posses the interest and commitment to the mission and work of Minnesota Computers for Schools
- Professional expertise and experience that can further the mission, goals and operations of MCFS
- A professional and personal network that the board member is willing to access for volunteer assistance, company contacts, fundraising purposes, partnership development and other purposes that further the mission and goals of MCFS
- Commitment to fulfill the 10 basic responsibilities as outlined on attached Appendix A

Joining the board

New board members must be nominated by current board members and approved by unanimous vote of the current board. Once nominated, a prospective board member will provide a resume or professional experience summary through the nominator for board review. The prospective member will be invited to attend the next meeting of the board to meet other members and discuss any questions or concerns. Assuming the prospective member remains interested, the board will vote to seat new members in time for the next meeting.

Leaving the board

Term is Served: Members serve for a three-year term and will have the option of ending their affiliation or renewing their term at the end of each period.

Resignation: Should circumstances require resignation, members are asked to submit a written resignation to the board chair with an effective date of resignation.

Removal for just cause or non participation: Members may be voted off the board by a vote of the current board for any reason deemed justified by the majority of board members. In addition, the board chair may act independently to remove a board member by written notice who misses more than two board meetings in calendar year and/or otherwise demonstrates a lack of participation in board activities.

Appendix A Ten Basic Responsibilities of Nonprofit Boards

1. Determine the organization's mission and purpose. It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
2. Select the chief executive. Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. Provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
4. Ensure adequate resources. One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission.
5. Ensure legal and ethical integrity and maintain accountability. The board is ultimately responsible for ensuring adherence to legal standards and ethical norms.
6. Ensure effective organizational planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
7. Recruit and orient new board members and assess board performance. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate its own performance.
8. Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
9. Determine, monitor and strengthen the organization's programs and services. The board's responsibility is to determine which programs are consistent with the organization's mission and to monitor their effectiveness.
10. Support the chief executive and assess his or her performance. The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.