

Kenosha Area Family and Aging Services, Inc.

Position Description

Job Title: Director
Governing Body: Board of Directors
Responsible to: President, Board of Directors

Description:

Individual members of the Board of Directors have the ultimate legal responsibility to oversee the agency's functions as a charitable organization and are responsible for securing adequate resources and for the disposition of those resources. They should contribute to the organization's goals and mission by providing input and voting on key policy matters affecting the agency, its assets, its clients or staff, or the community at large.

Duties and Responsibilities:

1. Understand and demonstrate a commitment to the organization's mission and programs
2. Keep up to date with issues and trends that affect the organization
3. Prepare for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them
4. Attend meetings regularly
5. Contribute skills and knowledge by participating actively in meetings and committee work
6. Make inquiries when clarification or more information is needed
7. Understand and monitor the organization's financial affairs
8. Avoid any potential conflicts of interest
9. Understand and maintain confidentiality
10. Ensure the organization is complying with all legal and regulatory requirements
11. Participate in one or more committee of the board

All board members share these responsibilities as they act in the best interest of the agency. Each member is expected to participate based on their skills and experience in their profession and as a member of the community.

Length of Term

Members serve a 3 year term and they can serve no more than three consecutive terms.

Meeting and Time Commitment

Board meetings are held on the second Tuesday of each month from Noon to 1:30 pm.
Committee meetings are scheduled as needed.

Qualifications:

- Commitment to the vision, mission and values of the agency.
- Knowledge and skills in one or more of the following areas of board governance: financial management, fund raising, advocacy, strategic planning, or program management.
- Ability to attend board meetings, committees as assigned and special events.