

SUCAP
Board of Directors
Job Description and Expectations for Category II

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of SUCAP so as to support the organization's mission and needs.

Mission: SUCAP's mission is to empower community members of all ages to recognize and reach their full potential by providing select programs and services in order to create better communities.

Vision: SUCAP aspires to continue excellence in programming to achieve increased capacity for responsive program development and become widely known as the organization that can create effective solutions for community issues.

Values: SUCAP will continue to provide effective programs that are responsive to individual and community needs, that honor our diverse cultural backgrounds and inherent need to help each other, with compassion, accountability and commitment.

Major responsibilities:

- Organizational leadership and advisement
- Organization of the Board of Directors, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach
- Members of the Board share these responsibilities while acting in the best interests of SUCAP. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

Definition: Six of the Board members shall be elected at a public election to be conducted as set forth by the Board. Those persons elected shall reside in the primary area of responsibility served by SUCAP.

Length of term: (Representatives of Program Eligible Residents) - These persons shall be elected on the first Tuesday of June on a biennial basis to serve a two-year term.

Meetings and time commitment:

- The Board of Directors meets January through December on the first Thursday of the month, 12:00 p.m. at announced locations. Meetings typically last 60 to 90 minutes.
- Committees of the board meet on an as needed basis.

Expectations of SUCAP Board members:

- Attend and participate in meetings on a regular basis.
- Attend and participate in special events as able.
- Participate on a standing committee of the Board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by SUCAP’s mission, objectives, and programs.
- Help communicate and promote SUCAP’s mission and programs to the community.
- Become familiar with SUCAP’s programs, finances, budget, financial and resource needs.
- Understand the policies and procedures of SUCAP.
- Financially support SUCAP in the form of a personal donation in a manner commensurate with one’s ability.

Leadership, governance and oversight:

- Serves as a trusted advisor to the SUCAP Executive Director and implement SUCAP’s strategic plan.
- Approves SUCAP’s annual budget, audit reports, and material business decisions; being informed of and meeting all, legal and fiduciary responsibilities.
- Contributes to an annual performance evaluation of the Executive Director as appointed.
- Ensures SUCAP’s commitment to a diverse board and staff that reflects the communities SUCAP serves.

Service on the SUCAP Board of Directors is without monetary compensation.

Signature

Date