



Early Childhood Iowa Sample Board Member Job Description Tool Y

Full Board Responsibilities

- Interpret the scope of responsibilities of the Early Childhood Iowa Area (ECIA) as set by Iowa Legislation
- Establish the mission of policies to support the legislative intent;
- At a minimum, administer funds from the state;
- Ensure that interest on earnings from the Early Childhood Iowa funds be used for services in the community plan;
- Award contracts and request funding proposals;
- Develop and implement the community plan with identified priorities, based on community assessments, which address human service, education and health needs to support the children and their families to reach desired results;
- Evaluate the outcome of community plans;
- Assure wide community input as part of all procedures by forming standing communities, task groups and focus groups;
- Assign tasks to committees as appropriate;
- Ensure that the annual report is submitted each fiscal year by September 15 to the Early Childhood Iowa State Board and to local governing bodies in the ECIA;
- Develop a plan to continue community efforts to support children and their families within the ECIA;
- Assume other responsibilities established by law or administrative rule.
- Use data to make informed funding decisions.

Individual Board Member's Responsibilities

- Attend all meetings of the Board, including assigned committees and task forces. Notify the Board Chairperson of any absences in advance, if possible.
- Thoroughly review the agenda and all background support material and come to all meetings prepared to contribute to the discussion of issues and business to be addressed.
- Consider serving on at least one committee.
- Represent the area board in a positive and supportive manner.
- Keep the board chairperson informed about any community concerns or issues that are relevant to this board.
- Recognize conflicts of interest between position as a board member and personal and professional life. If such a conflict does arise, declare that conflict before the board and refrain from voting on matters in which a conflict exists.

Individual and Board Responsibilities

Responsibilities of the Board as a Whole	Responsibilities of Each Individual Board Member
Determine the mission and goals.	Attend all board meetings.
Select the process to ensure that administrative functions are covered.	Consider serving on at least one board committee.
Ensure effective organizational planning.	Prepare for board meetings by reading all material and being prepared to discuss all agenda items.
Ensure adequate resources to accomplish the organization's mission and goals.	In coordination with the staff and board, help make fundraising contacts with individual donors, foundations, corporations, and other funding sources.
Ensure effective management of resources.	Represent the organization to your constituencies and in your community.
Monitor the quality of the organization's programs and services.	Assist in recruiting new board members.
Enhance the organization's public image.	
Assess its own performance as a board.	

Adapted from, "Ten Basic Responsibilities of Non Profit Boards", Richard Ingram, National Center for Non Profits, 1996; adaptation by Leslie Anderson, Leslie Anderson Consulting, Inc., Asheville, NC.