

Multi-Cultural Center of Sioux Falls

Member of the Board of Directors Job Description and Expectations

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

Major responsibilities:

- Organizational leadership and advisement
- Serve on 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
- Promotion of the organization
- Fundraising and outreach in coordination with the Executive Director

Members of the board share these responsibilities while acting in the interest of MCC. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

Length of term: Three years, which may be renewed up to a maximum of three consecutive terms, pending approval of the board.

Meetings and time commitment:

- The Board of Directors meets year round typically on the third Wednesday of the month, 7:00 a.m., at the MCC. Meetings typically last 60-90 minutes.
- Committees of the board meet monthly, pending their respective work agenda.
- Board members are asked to attend special events or extra meetings as they are determined.

Expectations of board members:

- Attend and participate in at least 75% of the meetings, and special events as able. If a Board member has three consecutive unexcused absences from BOD meetings, they may be removed. Individual circumstances will be discussed.
- 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 MCC's mission, objectives, and programs.

- All BOD members shall be bound by a duty of confidentiality. Under no circumstances shall financial data, personnel information, advanced-planned calendar, strategic planning information, mailing list, donor information, or other sensitive or proprietary information be incidentally conveyed to any outside group or individual.
- Help communicate and promote MCC's mission and programs to the community in coordination with the ED.
- Become familiar with MCC's finances, budget, and financial/resource needs.
- Understand the policies and procedures of MCC.
- So that MCC can credibly solicit contributions from foundations, organizations, and individuals, MCC needs to have 100 percent of Board Members make an annual contribution.