

JOB DESCRIPTION: **BOARD OF TRUSTEES**

ROLE OF THE BOARD

The Carter Community Building Association (CCBA) is a non-profit community recreation center governed by a volunteer Board of Trustees. The Board adopts the corporate bylaws; establishes the organizational mission and monitors services for consistency with that mission; conducts strategic planning; sets policies as regards finances, personnel, physical facilities and public relations; ensures that legal and regulatory obligations are met; nominates individuals to serve on the governing Board and its committees; and appoints an Executive Director to whom responsibility for policy implementation is delegated.

The Board consists of twelve (12) persons who are elected for three (3) year terms. Four (4) Trustee terms expire at each annual meeting. Trustees may not serve more than three (3) consecutive, three (3) year terms.

The Board of Trustees meets at least ten (10) times per year.

RESPONSIBILITIES OF INDIVIDUAL TRUSTEES

Trustees are expected to:

1. Become informed about the CCBA's mission, policies, organizational structure, services, and finances.
2. Support the mission and policies of the organization in interactions with the public and the members.
3. Be attuned, in general, to the Upper Connecticut River Valley region served by the CCBA and, in particular, to the needs and interests of the organization's members.
4. Act as a resource for fellow Trustees and the Executive Director through sharing of professional knowledge and personal perspective.
5. Attend Board meetings.

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6. Join at least one (1) Board committee and develop in-depth knowledge of the responsibilities of committees on which they serve.
7. Disclose and avoid participation in matters where there is an actual or potential conflict of interest between one's individual activities and the responsibilities of Trusteeship.