

JOB DESCRIPTION

TITLE: Member, Board of Directors, National AfterSchool Association (NAA)

QUALIFICATIONS:

1. Must be an Executive member of the National AfterSchool Association and have a genuine interest and commitment to the mission and vision of the Association.
2. Must be free of any conflicts of interest with NAA or any of its business partners.
3. Must have experience working with boards or other management groups, especially volunteer.
4. Must be able to interact and work with local, state, and national leaders, speak in front of varied audiences if asked, and represent the Board of Directors in a positive, effective manner.
5. Must have access and be able to use a computer, read Email, and interact via electronic and video communications from the NAA staff, Board, and the membership.
6. Must have experience and the ability to understand and interpret financial issues, required reports, legal matters and government requirements for nonprofit organizations.
7. Must have experience and the ability to oversee all legal and fiscal requirements for operation of the Association.

REPORTS TO: Elected Officers and General Membership of the Association

PERFORMANCE RESPONSIBILITIES:

Collectively, shared with other members...

1. Hire and evaluate the President & CEO of the National AfterSchool Association.
2. Create and implement policies and goals as appropriate and that further the mission of the Association.
3. Create and approve an annual operating budget for the Association or delegate responsibility.
4. Work in collaboration with identified stakeholders to identify ongoing needs, grow membership, create programs and services, and increase and diversify revenue.

5. Identify new leaders who could assist with goal attainment and needs fulfillment for the Association.
6. Seek additional funding sources, grants, and provide for perpetuity of membership services and benefits.
7. Apply knowledge of local, state, and federal requirements and regulations for operation of a nonprofit 501c3 tax exempt agency to association business and affairs.
8. Assure that data, lists, files, communications, official paperwork, etc. is reviewed, maintained and appropriately stored and/or delegate such responsibilities.
9. Attend meetings, suggest and evaluate proposals, make recommendations, represent constituents, and move motions as appropriate.
10. Analyze, evaluate, and approve financial reports and operational records of the Association.
11. Participate in meetings – both in-person and virtual - as arranged.
12. Work cooperatively and in collaboration with the NAA staff.
13. Maintain confidentiality of non-public business of the National AfterSchool Association.
14. Attend and play an active role in the annual NAA Convention.
15. Assume other duties and responsibilities as may be assigned by the Board of Directors.

TERM OF SERVICE: 3-year term of office. May be elected and/or appointed to one additional 3-year term.

COMPENSATION: None, volunteer (as per By-Laws). Travel and related personal expenses incurred while fulfilling Board and/or Association work may be reimbursed at the discretion of the Board.