



AFRICENTRIC PERSONAL DEVELOPMENT SHOP, INC.

BOARD OF DIRECTORS JOB DESCRIPTION

Title: Member of the Board of Trustees of the Africentric Personal Development Shop, Inc.

Purpose:

- 1.) To develop and interpret APDS' policies, procedures, and regulations in accordance with the by-laws, policies, rules, and regulations.
- 2.) To raise funds to finance APDS and its programs.
- 3.) To personally lend support to APDS when needed in the areas of human resource, program development, marketing, and finance.

Term: Board Members are required to be participating members (actively fulfilling duties) for two years.

Meetings: The Board of Trustees meets the third Tuesday bi-monthly at 6:00 p.m. (location will be announced). Committees will have additional meetings as needed. Standard committees will meet at least once per quarter. Ad Hoc and Task Committee meetings are scheduled as needed.

Responsible: Board Members are directly responsible to the Chairperson.

Resignation: Board Members should submit written resignation to the Chairperson in advance.

Termination: Termination of a Board Member is based upon the Board Member:

- not serving in the best interest of APDS;
- having three or more UNEXCUSED absences annually from meetings; OR
- failing to be a participating member

PERSONAL ATTRIBUTES:

- 1.) Unquestionable character (the association will accomplish its purpose when its leader demonstrates the purpose of APDS through their own lives)
- 2.) Interest in the goals, objectives, and programs of APDS
- 3.) High standing among the men and women of his/her profession
- 4.) Respected citizen in his/her community
- 5.) Understanding and tolerance of the viewpoints of others

- 6.) Willingness to state one's own convictions and an equal willingness to accept the majority decision (compromise)
- 7.) Willingness to work with and communicate openly and directly with staff and other board members.

DUTIES OF BOARD MEMBERS:

- 1.) Establish policies for administering the program and services, which are in harmony with the purpose and policies of the APDS
- 2.) Assist in the recruitment and selection of the Chief Executive Officer
- 3.) Secure funds required for current expenses by mobilizing the entire volunteer and staff forces for active participation in fundraising efforts, i.e. Capital Campaigns, Annual Giving, special projects, etc.
- 4.) Ensure that the financial affairs of APDS are conducted on a responsible basis in accordance with established policies
- 5.) Ensure that the property of APDS is maintained in a reasonable state of repair

SPECIFIC DUTIES OF A BOARD MEMBER:

- 1.) Attend the APDS Board of Trustees meetings (participation as a policy interpreter and planner is most important)
 - Attend regularly and be prompt
 - Become well-informed on all agenda items prior to meeting
 - Contribute knowledge and express points of view based on experience
 - Consider other points of view, make constructive suggestions, and help board members make group decisions that are in the best interests of APDS
- 2.) Attend regular Committee meetings, as well as additional Committee meetings as appointed
- 3.) Become a financial supporter of APDS at an appropriate level
- 4.) Assume leadership of APDS funding efforts
- 5.) Assume leadership responsibilities as requested and as much as possible (such as committee Chairperson, elected officers, etc.)
- 6.) Represent APDS at community events, organizations, and with private individuals when specifically requested by the Board Chairperson
- 7.) Be well-informed about APDS programs, policies, and services
- 8.) Be well-informed about the needs of the community and constituents