

Board of Directors Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of EC3 so as to support the organization's mission and needs.

Mission Statement: EC3 provides developmentally appropriate child care in a nurturing environment that promotes growth of the whole child while responding to the needs of the family.

Vision Statement: Our vision is to be the premier child care provider for the families of the Greater Lansing community.

BOARD MEMBER MAJOR RESPONSIBILITIES:

- Organizational leadership and advisement
- Organization of the board of directors, officers, 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
- Board evaluation and development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

Members of the board share these responsibilities while acting in the interest of EC3. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

LENGTH OF TERM, MEMBERS AND OFFICERS:

The term of office shall be two (2) years beginning on the Board-appointed date. Terms of office will be appropriately staggered to assure continuity of membership. Vacancies on the Board may be filled at any time.

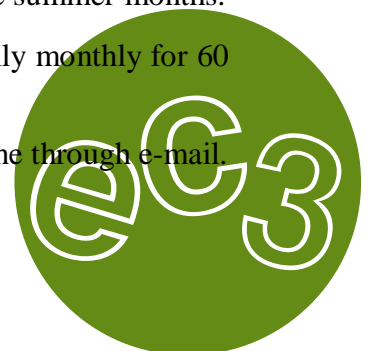
The officers shall consist of Chair, Vice Chair, Secretary, and Treasurer. All officers shall be elected for a term of one (1) year and can be re-elected for subsequent terms.

MEETINGS AND COMMITMENT:

The Board of Directors meets on the third Tuesday of the month, 6:15 p.m., in the EC3 gym. Meetings typically last 90 minutes. EC3 bylaws stipulate that the Board meet at least ten (10) times per year; typically there is no Board meeting in December or in one of the summer months.

Committees of the Board meet as their respective work agenda dictates, typically monthly for 60 minutes.

Much of the planning and communication involved in being on the Board is done through e-mail.



EXPECTATIONS OF BOARD MEMBERS:

Relevant duties of Board members include:

- having good attendance at Board meetings and meetings of any committees to which he or she is assigned;
- being familiar with EC3's finances, budget, and financial/resource needs;
- understanding the policies and procedures of EC3.
- volunteering their services, skills, and time to the center;
- being alert to community concerns that can be addressed by EC3's mission, objectives, and programs, and promoting EC3 in business and social situations;
- supporting EC3 financially in a manner commensurate with one's ability;
- keeping all Board discussions, issues, deliberations and the like in confidence, including but not limited to all closed sessions discussions, issues and deliberations. This duty of confidence shall remain for all Board members while elected and serving and after each member is no longer elected and serving on the Board.



Board of Directors Application

Name	
Preferred E-mail	
Preferred Phone	
Company/Organization	
Your Title/Position	

Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, and/or social)

Organization	Role/Title	Dates of Service

Please mark all of the following areas of skill/experience and areas of board service that apply

Skill/Experience

- Finance, accounting
- Personnel, human resources
- Administration, management
- Policy development
- Program development and evaluation
- Public relations, communications
- Education, instruction
- Special events
- Grant writing
- Major gifts/ Planned giving
- Sponsorships
- Outreach, advocacy
- Government relations
- Other _____
- Other _____

Area of Interest for Board Service

- Program ó Teacher Appreciation
- Program ó Quality Initiatives
- Marketing ó Family Events
- Marketing ó Community Outreach
- Finance ó Budget, Audit
- Fundraising ó Auction
- Fundraising ó Special Campaigns
- Facilities ó Special Projects
- Volunteers
- Other _____

OVER



● 1715 West Malcolm X Street
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fax: 517-485-6848
ec3kids.org

Please share a few things about yourself, such as EC3 connection, occupation, special interests, etc.

Please indicate why you are interested in serving on the EC3 Board.

Signature of Applicant	
Date of Submission	

