

Board Member Job Description

Through leadership, active participation, and commitment to Northland College, each Board Director promotes the mission of the Northland College Alumni Association. Acceptance of the three-year Board Director appointment indicates agreement to fulfill expectations and carry out the responsibilities associated with Board membership. At a minimum, all Board members will:

1. Serve a full three-year term.
2. Be familiar with the Northland College Alumni Association Constitution and Bylaws and sign a Northland College Volunteer Confidentiality Statement found at:
<https://drive.google.com/drive/folders/0B5RYrHtaLWriOTFHR25IczFOaDQ>
3. Participate in person or by teleconference in as many Board meetings per year as possible. Failure to participate in three meetings in a row results in review by the Board Executive Committee and may result in a Director's removal from the Board.
4. Serve on and actively participate in at least one committee of the Board. Committee business may require the Director's participation in person or via conference call.
 - Committee members are expected to equally share the work of the committee.
 - All committee work is completed prior to meeting dates.
 - Committee proposals requiring full Board vote are submitted by the committee chair to each Board member for review via the Alumni Office, at least two weeks prior to the vote.
5. Participate in debate and discussion at Board and committee meetings concerning the Association's affairs and vote when appropriate. Familiarity with Roberts Rules of Order and Parliamentary Procedure is needed for effective debate and discussion.
6. Take a leadership role on the Board by serving on an ongoing basis as a committee chair, chair of an alumni event, or responsible for researching and planning an alumni service.
7. Donate to Northland College's annual fund and periodic capital campaign efforts. Northland College should be a high priority for Board Director's philanthropy.
8. Each Board member helps identify other people who may serve the Association or the College community, either financially and/or through personal service.
9. Directors identify alumni who merit special recognition by the Board for their service to the College, service to their community, or by their outstanding achievement in the arts and music, athletics, or environmental fields.
10. Monitor the needs of Northland alumni and work to effectively serve those needs. Each director should work with alumni in their home area to encourage participation in alumni activities.
11. Recruit students to attend Northland College.
12. Thoroughly enjoy the fruits of any labors he/she may generously share with other Board members, alumni everywhere, and the Northland College community.

Board members are not paid for their service and are not reimbursed for expenses related to serving on the Board and Board committees. Most expenses incurred by Directors in the performance of Board activities are tax deductible. Advice on keeping track of and claiming tax deductible expenses should be sought from a tax advisor. A log to track NCCA Board costs is found at:

<https://drive.google.com/drive/folders/0B479yRwewJJRUE55bjNEMy1PYWM>