



## Center for Community Leadership - Board of Directors

### Overview

Our Board of Directors is comprised of leaders who are committed to addressing key issues and promoting collective knowledge which causes Community leaders, individuals, and organizations to become more accountable and engaged. The individuals serving on the CCL Board come from various backgrounds and provide valuable insight and expertise in growing leaders from the corporate world to thrive as community leaders. This selected team governs the Center for Community Leadership and sets the strategy for key initiatives and goals for the CCL. Each member of the Center for Community Leadership's Board of Directors shares a common desire to grow leaders and assist the Center in fulfilling its mission of providing service and research support for the empowerment of existing leaders and building of leaders through training and mentorship, leadership coaching, and community education.

In an effort to ensure that all Board members understand their role in the CCL, an outline of Board membership requirements, responsibilities, officers, officer duties, code of conduct, and statement of inclusiveness is provided below.

### Board Responsibilities & Requirements

#### Policy

- To make a final determination and vote on the strategic plan for the CCL and evaluate the CCL's performance in accomplishing its mission on an annual basis.
- To review, discuss and vote on program committee guidelines and to develop policies for the operation of the program committees.

#### Personnel

- To determine performance standards, and evaluate performance of the Executive Director on an annual basis.
- To review and approve personnel policies.
- To recruit corporate members.

#### Financial

- To pay membership dues and other CCL financial commitments in a timely manner.

#### Attendance & Participation

- To attend regularly scheduled Board meetings and/or conference calls.
- To participate in all CCL events as a sponsor, planning committee member, volunteer, and/or attendee.
- To serve on a committee.

## Specific Board Duties

1. **Support the Executive Director** to whom responsibility for the administration of the organization is delegated, including:
  - To review and evaluate his/her performance. The Executive Director, in partnership with the entire board, should decide upon a periodic evaluation of the Executive Director's performance.
  - To offer administrative guidance and ensure that the he or she has the moral and professional support he or she needs to further the goals of the organization.
2. **Govern the organization by broad policies and objectives**, formulated and agreed upon by the Executive Director, including assigning priorities and ensuring the Center's capacity to carry out programs by continually reviewing its work.
3. **Ensure effective organizational planning** as stewards of an organization by actively participating with the staff in an overall planning process and assist in implementing the plan's goals.
4. **Ensure adequate resources.** One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The board should work in partnership with the Executive Director and development staff, if any, to acquire sufficient resources for the Center's operations and to finance the events, products, and services adequately. Allocate distribution of administrative, program and discretionary funds.
5. **Manage resources effectively.** The board, in order to remain accountable to its donors, the public, and to safeguard its tax-exempt status, must assist in developing the annual budget and ensuring that proper financial controls are in place.
6. **Determine and monitor the Center's programs and services** by determining which programs are the most consistent with the Center's mission, and then monitoring their effectiveness.
7. **Account to the public for the products, services, events and initiatives of the Center and expenditures** of its funds, including:
  - To provide for fiscal accountability, approve the budget, and formulate policies related to contracts from public or private resources.
  - To accept responsibility for all conditions and policies attached to new, innovative, or experimental programs.
6. **Enhance the Center's public image** as the primary link to the community, including constituents, the public, and the media. Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from important members of the community, are vital elements of a comprehensive public relations strategy.
7. **Serve as a Court of Appeal** except in the direst of circumstances, the board must serve as a court of appeal in personnel matters. Solid personnel policies, grievance procedures, and a

clear delegation to the chief executive of hiring and managing employees will reduce the risk of conflict.

8. **Assess its own performance** by evaluating its performance in fulfilling its responsibilities, the board can recognize its achievements and reach consensus on which areas need to be improved. Discussing the results of a self-assessment at a retreat can assist in developing a long-range plan.

### **Board Qualifications**

- Must be employed by a member corporation or organization
- Must possess the authority within the company to make decisions, recommendations, be an advocate to senior management, and influence change
- Must possess an understanding of the value of diversity and inclusion
- Must be committed to the vision and mission of the CCL
- Must have company commitment and support

### **Officer Ranking**

1. Chairman of the Board
2. Vice Chair
3. Treasurer
4. Secretary/Clerk

### **Officer Duties**

#### **Chairman of the Board**

1. Presides over all Board of Directors meetings. Leads the Board of Directors in vigorous pursuit of the CCL's vision and mission; exemplify and safeguard the CCL's vision.
2. Executes all contracts and legal documents.
3. Enforces observance of the Constitution and Bylaws.
4. Fosters a safe environment for open communication and inquiry; ensures due process.
5. Facilitates consensus; fosters collaborative, creative problem-solving and priority-setting; encourages ambitious long term planning.
6. Separates role as Chair from individual opinion; guides separation of Board policy and oversight from staff management duties.
7. Chairs the Executive Committees; serves ex-officio on other Board Committees.
8. Works in partnership with the Executive Director to achieve the Louisiana CCL's mission.
9. Guides the Executive Director in translating Board decisions into management action; support, counsel and serve as the Executive Director's sounding board.

#### **Vice Chair**

Performs all the duties of the Chairman of the Board in the absence of or at the request of the Chairman.

1. Maintains all financial records for the Center.
2. Receives all funds paid to the Center for any purpose.
3. Is co-signer with Treasurer on all checks for disbursement.
4. Holds joint responsibility with the Treasurer for filing tax forms with the IRS.

#### **Treasurer**

1. Receives all funds of the Center from the Vice Chair and deposits them in the official bank or banks in the name of the CCL.
2. Receives all bills, makes disbursements and keeps written records.

3. Submits to the Board a monthly report of all money.
4. Sends summary sheet for audit to the National CCL.
5. Is co-signer with the Vice Chair on all checks for disbursement.
6. Holds joint responsibility with the Vice Chair for filing income tax forms with the IRS.

### **Secretary**

1. Acts as recording officer at the Board meetings.
2. Keeps the records of the Board.
3. Reads minutes of previous Board meetings.
4. Registers names and addresses of Board members.
5. Receives amendments of the ByLaws.

### **Code of Conduct**

*As a member of the Board of Directors, each individual will:*

1. Commit to the CCL's vision and mission.
2. Exemplify and uphold its values.
3. Serve the interests of the CCL as a whole.
4. Maintain a working knowledge of the CCL's finances, operations, program and legal framework.
5. Faithfully attend and prepare for Board and Committee meetings.
6. Fully and openly participate in Board and committee deliberations.
  - a. Questions with an open and curious mind.
  - b. Respect, listen and learn from others.
  - c. Maintain independence and objectivity; advocate according to conviction.
  - d. Strive toward consensus; respect and represent majority decisions.
7. Actively collaborate in the creation of program strategies.
8. Positively represent the CCL to the public.

### **Statement of Inclusiveness**

The mission of the CCL is to provide service and research support for the empowerment of existing leaders and building of leaders through training and mentorship, leadership coaching, and community education. CCL's vision is to create a place and dependable resource where nonprofit organizations can come to train volunteers, conduct strategic planning, participate in training, receive mentorship, present forums and workshops.

The CCL upholds the philosophy that inclusiveness benefits everyone and promotes excellence. The CCL's policies reflect the belief that organizational performance is greatly enhanced when people diverse backgrounds and perspectives are engaged in an organization's activities and policy development.