

## **Board Recruiting Assessment Organization Summary 2018**

**Name of Organization:** Adults' & Children's Alliance

**Address:** 2021 East Hennepin Ave Suite LL20  
Mpls. MN 55413

**Web site:** [www.acainc.org](http://www.acainc.org)

### **Background:**

Adults' & Children's Alliance (ACA) is a non-profit organization offering a comprehensive package of resources which are designed to meet the changing needs of child care professionals, parents, and the community. Since 1981, Adults' & Children's Alliance has been a sponsor of the USDA Child & Adult Care Food Program (CACFP) and currently serves 600 plus in-home Licensed Family Child Care Professionals in Minnesota.

**Adults' & Children's Alliance (ACA) Mission is to serve children by supporting those who care for them.**

**Vision Statement:** ACA builds community by supporting nourishing environments for children and provides business opportunities for childcare professionals.

### **Core Values:**

**Integrity:** We believe in taking responsibility for our actions and we are honest, transparent and ethical in all aspects of our work.

**Credibility:** We believe in building positive, trusting relationships with our partners and having responsive and loyal staff.

**Innovation:** We are a learning organization that resolves tough challenges through creative solutions.

**Community:** We believe in building a strong community of care for childcare providers, children and their families.

**Passion:** We are passionate about supporting childcare providers, healthy kids and families.

**Sustainability:** We believe in building internal capacity by being trendsetters, encouraging viability, promoting innovation and adding value to our customers.

**Recruitment Needs:** ACA is seeking candidates with an interest in our mission. Ideal candidates will be team players who are strategic and thoughtful contributors.

### **Skills/Qualities Looking For:**

- Accounting/ Business/ Financial management/Legal
- Experience with nonprofit organizations.

**Annual budget:** Currently \$ 628,000

**Sources:** 97% CACFP, 3% earn income ventures

**Board Information**

Number of members currently: 3

How many needed: open

Meeting time and frequency: weekday: Last Monday of the month. 5:30-6:30, every other month 5:30pm-7:30

Meeting location: ACA 2021 Hennepin Ave E LL20, Minneapolis MN 55413

\*A meal is provided for 2 hour meetings

**Expectations of Board Members**

Time Expectation: 2-3 hours a month including email communication

Financial Contribution Required: if possible/ OR fundraiser

Service on Committee required: yes

Length of Term: 2 years

### **Board Member Job Description 1/18**

*The following description was adapted from materials from BoardSource. Note that materials apply to both for-profit and nonprofit unless otherwise noted.*

1. Regularly attends board meetings and important related meetings.
2. Makes serious commitment to participate actively in committee work.
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
4. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
5. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
6. Is an active participant in the committee's annual evaluation and planning efforts.
7. Participates in fund raising for the organization (*nonprofit only*).

### **Board Chair Job Description**

1. Is a member of the Board
2. Serves as the Chief Volunteer of the organization (*nonprofit only*)
3. Is a partner with the Chief Executive in achieving the organization's mission
4. Provides leadership to the Board of Directors, who sets policy and to whom the Executive Director is accountable.
5. Chairs meetings of the Board after developing the agenda with the Chief Executive.
6. Encourages Board's role in strategic planning
7. Appoints the chairpersons of committees, in consultation with other Board members.
8. Serves *ex officio* as a member of committees and attends their meetings when invited.
9. Discusses issues confronting the organization with the Executive Director.
10. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
11. Reviews with the Executive Director any issues of concern to the Board.
12. Monitors financial planning and financial reports.
13. Plays a leading role in fundraising activities (*nonprofit only*)
14. Formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of the Board members.
15. Evaluates annually the performance of the organization in achieving its mission.
16. Performs other responsibilities assigned by the Board.

### **Vice Chair Job Description**

1. Is a member of the Board
2. Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description)
3. Reports to the Board's Chair
4. Works closely with the Chair and other Board Members.
5. Participates closely with the Chair to develop and implement officer transition plans.
6. Performs other responsibilities as assigned by the Board.

### **Committee Chair Job Description**

1. Is a member of the Board
2. Sets tone for the committee work.
3. Ensures that members have the information needed to do their committee work.
4. Oversees the logistics of committee's operations.
5. Reports to the Board's Chair.
6. Reports to the full Board on committee's decisions/recommendations.
7. Works closely with the Executive Director and other staff as agreed to by the Executive Director.
8. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
9. Initiates and leads the committee's annual evaluation.

### **Board Secretary Job Description**

1. Is a member of the Board
2. Maintains records of the board and ensures effective management of organization's records
3. Manages minutes of board meetings
4. Ensures minutes are distributed to members shortly after each meeting
5. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings

### **Board Treasurer Job Description**

1. Is a member of the Board
2. Management and/or over viewer of finances of the organization
3. Administrates fiscal matters of the organization
4. Provides annual budget to the board for members' approval
5. Ensures development and board review of financial policies and procedures

**Adults' & Children's Alliance**  
**Board of Directors Application 2018**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please complete the following questions and submit with a resume to Adults' & Children's Alliance.

- 1) Why are you interested in becoming a board member of ACA?
  
- 2) Do you have any previous board service, leadership or volunteer experience?
  
- 3) Are you presently serving on any other boards?
  
- 4) What skills or expertise are you interested in bringing to the board?
  
- 5) What are your expectations from ACA and board to have a satisfying experience?