



Board Member Job Description

Monroe Community College Association Member of the Board of Directors

Mission:

Our Mission is to work in partnership with Monroe Community College to enrich the experience of our community by providing innovative and collaborative programs and services designed to inspire students to achieve academic excellence. The Association's purpose is to support student leadership, personal growth and lifelong learning.

Vision Statement: The Association's intent is to provide superior services to the college community.

MCC Association Values:

Financial Stewardship – We practice sound financial management and are committed to ensuring efficient and effective use of our resources.

Service Excellence – We support student excellence by providing the highest quality service.

Accountability – We are answerable to each other, our students, our customers, the Association Board, and the greater college community.

Community – We respect the values, feelings, and interests of all members of our community without exception.

Integrity – We embrace the ethical principles of honesty and fairness.

Trust - We rely on the character, ability, and truthfulness of each other and the clarity of our vision.

Position:

The MCC Association Board will support the work of the MCC Association and provide mission-based leadership and strategic governance. While day-to-day operations are led by the Monroe Community College Association's Executive Director, the Board-Executive Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Leadership, governance and oversight:

- Work with management to establish and review strategic direction and approve specific objectives.
- Ensure that the resources necessary to accomplish the objectives are at hand.
- Monitor the performance of management.

- Ensure that the organization operated responsibly (legally and ethically) as well as effectively.
- Establish and carry out an effective system of governance at the Board level.
- Serving as a trusted advisor to the Executive Director as she develops and implements the Monroe Community College Association's Strategic Plan.
- Approving the Monroe Community College Association's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Contributing to an annual performance evaluation of the Executive Director.
- Partnering with the Executive Director and other board members to ensure that Board Resolutions are carried out.
- Serving on committees or task forces and taking on special assignments.
- Representing the Monroe Community College Association to stakeholders; acting as an ambassador for the organization.
- Ensuring Monroe Community College Association's commitment to a diverse board and staff that reflects the communities the Monroe Community College Association serves.
- A Director shall discharge the position in good faith and with a degree of diligence, care and skill that an ordinary prudent person would exercise under similar circumstances in a like position. The duty of care consists of both a duty of attention and a duty of informed decision making. Some responsibility can be delegated.
- A Director shall have an undivided allegiance to the organization and shall not use his or her position to improperly benefit from or gain an advantage that properly belongs to the organization. The duty of loyalty encompasses a prohibition against private gain and a prohibition against transactions involving conflicts of interest.
- A Director shall carry out the organization's mission as defined in its governing documents and ensure that it complies with applicable laws. The duty of obedience requires that the organization's assets be used and deployed in furtherance of the organization's purposes and in compliance with law.

Qualifications:

- As outlined by the MCC Association By-Laws as of January 26, 2016.

2021-2022 MCC Association Meetings

Association Board Meeting

3:00 PM – 5:00 PM on 9/23, 10/21, 11/18, 12/16

Association Finance Committee Meeting

2:00 PM – 4:00 PM on 9/20, 10/18, 11/15, 12/13

Association Operations and Personnel Committee Meeting

2:00 PM – 3:00 PM on 9/23, 10/21, 11/18, 12/16