



NORWESCAP

NORWESCAP BOARD OF TRUSTEES TRUSTEE JOB DESCRIPTION & COMMITMENT

Joining the Board of Trustees of Norwescap provides individuals with the ability to create opportunities and change the lives of over 30,000 people each year. Board participation is noble work that brings joy and fulfillment to those committed to making meaningful change in their community.

The Norwescap Board of Trustees, as the Governing Board of a social service organization with a multi-million dollar annual operating budget, is responsible for setting the goals, policies and strategic direction of the organization, overseeing implementation of those goals, and ensuring the financial health of the agency. Norwescap Trustees serve in a dual capacity as Trustees of Norwescap's Head Start/Early Head Start programs. Trustees are not responsible for the day-to-day management or activities of the organization.

Key Attributes of a Trustee

To achieve the mission of the organization, Board Members must have certain attributes, including:

- Commitment to the organization and its mission;
- Knowledge about the programs and goals of the organization and/or a willingness to learn about those programs and goals;
- Capacity to focus on decision making that benefits the organization as a whole and secures the long-term future of the Agency;
- Ability to participate knowledgably and assertively in deliberation;
- Evident commitment to all Board Governance Policies, including adherence to "The Board Speaks with One Voice Principal" and maintenance of attendance requirements;
- Kindness, compassion & empathy for others, and passion for making positive change.

Time Commitment

Board participation requires a minimum personal commitment of volunteer time estimated at about 60 hours per year or 5 hours per month. The Board meets in-person every other month, and holds a conference call in the alternating months. Every Trustee must also volunteer on at least one committee. Committees generally meet by phone every other month.

Key Responsibilities of the Board

All Trustees work together to ensure a strong organization, collectively Board members perform the following tasks to help the organization deliver on its mission.

1. **Mission** - Determining the organization's mission and purpose, articulating the mission and ensuring that the organization programs work to achieving the mission.
2. **CEO** - Hiring, supporting and evaluating the chief executive.
3. **Planning** - Ensuring effective organizational planning.
4. **Fundraising** - Ensuring adequate financial resources for the organization to fulfill its mission.
5. **Fiduciary** - Assisting in the development of the organization's annual budget and ensuring that proper financial controls are in place.
6. **Governance** - Recruitment, development and support of trustees as well as evaluation of Board performance.



7. **Ethics** -Adhering to legal and ethical standards and norms.
8. **Loyalty** - Duty of loyalty to the organization, its staff and other board members.

Trustee Duties & Responsibilities

As part of fulfilling their Board Member responsibilities listed above each Norwescap Board Member is expected to:

- Participate in Board and Board Committee Meetings and calls.
- Act as an advocate and ambassador for Norwescap at community events and other appropriate opportunities.
- Support the CEO to ensure that the fund development goals are reached including:
 1. Make a personal annual financial contribution to Norwescap that is 'personally significant'.
 2. Attend events that are connected with the fund development strategy.
 3. Actively participate in Norwescap fund development efforts including but not limited to; sharing contacts from their personal network, selling tickets or raffles, locating sponsors, and volunteering at events, connecting staff to potential donors, volunteers or stakeholders.
- Annually evaluate the performance of the Board and the CEO.
- Review program and financial reports (including annual audit) and other Board materials prior to each meeting.
- Stay informed about the organization's mission, services, policies and programs.
- Adhere to ethical, confidentiality and conflict of interest guidelines.
- Recommend potential candidates for Board service.
- Participate in all mandated Board training activities, including those required by Federal funding sources especially the Community Services Block Grant (CSBG) and Head Start.
- Provide fiscal and legal oversight and guidance to the Head Start and Early Head Start programs of Norwescap, to ensure positive outcomes and adherence to Head Start Performance Standards.

Board service is an honor and a privilege and should bring meaning and joy to its participants. In our decades of service to low income individuals and families, Norwescap has had a powerful impact on the communities we serve. We are grateful for your commitment to service and helping Norwescap create opportunities and change lives.



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Norwescap Head Start/Early Head Start Board of Trustees

POSITION SUMMARY:

Norwescap's Board of Trustees serve in a dual role as Trustees of Norwescap's Head Start and Early Head Start (HS/EHS) programs. Norwescap Trustees therefore provide fiscal and legal oversight and guidance to the HS/EHS agency according to agency philosophy, goals and values, based on Federal, State and local laws and Head Start Performance Standards.

ESSENTIAL FUNCTIONS:

- Accept legal and fiscal responsibility for administering and overseeing the program including safeguarding Federal funds.
- Adopt practices that assure active, independent, and informed governance and participate in development, planning, and evaluation.
- Accept responsibility for ensuring compliance with Federal laws (including regulations) and applicable State, tribal, and local laws and regulations including mandatory Board training.
- Accept responsibility for establishing procedures and criteria for recruitment, selection, and enrollment of children; reviewing all applications for funding and amendments to applications for funding; reviewing and approving all major policies.
- Develop procedures for how members of the policy council are selected.
- Approve financial management, accounting, and reporting policies and compliance with laws and regulations related to financial statements.
- Review results from monitoring conducted including appropriate follow up activities.
- Approve personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director/CEO, Head Start Director, Director of Human Resources, and Chief Fiscal Officer.
- Establish, adopt, and periodically update written standards of conduct that establish standards and formal procedures for disclosing, addressing, and resolving conflicts of interest and complaints.
- Establish advisory committees when appropriate to oversee key responsibilities related to program governance and program improvement.
- Ensure communication between Board, Policy Council and Program staff.

PROFESSIONAL AND ETHICAL STANDARDS:

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Act in accordance with the mandates against conflicts of interest outlined in the Head Start Act 642 (c)(1)(C).
- Comply with Agency's Code of Ethics.



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QUALIFICATIONS:

- Representative/client participant of the local community.
- At least one member will have expertise in accounting/fiscal management; one member in early child development and one attorney familiar with governing board issues. At least one member will be a current or former Head Start/Early Head Start parent. Other members will reflect the community or have expertise in education, social services, business administration, community affairs, government, legal affairs and other areas of expertise that may contribute to effective governance of the Head Start/Early Head Start Program.

STANDARDS OF CONDUCT

By signing this job description, I agree to abide by the following Standards of Conduct as outlined in Head Start Performance Standards 1302.90(c)(1)(2):

1. I agree to respect and promote the unique identify of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
2. I agree to follow program confidentiality policies concerning information about children, families, and other staff members.
3. I agree to never leave a child alone or unsupervised while under my care.
4. I agree to use only positive methods of child guidance and will not engage in corporal punishment, emotional, or physical abuse, or humiliation. In addition, I will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

I understand that in addition to the above Standards of Conduct, there is a Code of Ethics and Standards of Conduct contained in the Norwescap Head Start/Early Head Start Staff Handbook and that violation of any of these Policies, Procedures, Standards or Codes can result in disciplinary action up to and including termination of my employment with the Head Start Program.

STATEMENT OF UNDERSTANDING

I have reviewed this job description, understand its requirements as it relates to the Norwescap Head Start/Early Head Start program and agree to fulfill the responsibilities of this position to the best of my ability.

Board Member Name (Print)

Board Member Signature

Date