



**Junior
Achievement[®]
of Dallas, Inc.
Board of Directors
Roles and Responsibilities**

Purpose of the Board of Directors of Junior Achievement of Dallas, Inc.:

To set and monitor strategic direction and ensure sufficient resources to accomplish the mission of the organization.

Makeup of the Board of Directors:

A minimum of 30 and a maximum of 80 community leaders who provide influence within their organization and throughout the community to effectively deliver resources to Junior Achievement.

Term of Service:

Initial term: one year. Subsequent terms: three years

Roles and Responsibilities of the Board of Directors as a governing body

- ◆ Set and monitor strategic direction
- ◆ Provide policy governance
- ◆ Evaluate and self-govern
- ◆ Hire and evaluate the chief staff officer
- ◆ Secure the necessary resources to accomplish the mission of the organization
- ◆ Respond to communications (electronically or by phone) from fellow directors and Junior Achievement staff within 24 hours

Roles and Responsibilities of the individual Board Member

- ◆ Respond to JA-related communication from JA Staff or fellow directors within 48 hours.
- ◆ Make an appropriate annual personal contribution. 2009-10 average gift was \$1,170.
- ◆ Secure internal resources (money, volunteers, gifts-in-kind, expertise, special event coordinators, volunteer coordinator)
- ◆ Personally participate in at least three of five regularly scheduled Board of Directors' meetings.
- ◆ Attend Board orientation within the first six months of membership.
- ◆ Personally participate on a minimum of one Board Action Team each year.
- ◆ Influence others to provide resources to JA.
- ◆ Attend local events.
- ◆ Be a volunteer in at least one classroom during the first two years of service on the board, or prior to being elected a board member.
- ◆ Visit or teach at least one class per year, every year.
- ◆ Work toward the advancement of the mission by influencing the education and business communities.

Qualifications:

- ◆ Member of top three levels of company's Dallas-based structure
- ◆ Provides a specific skill that helps Junior Achievement accomplish its mission
- ◆ Demonstrates an interest in Junior Achievement's goals
- ◆ Demonstrates the ability and willingness to actively participate in the work of the organization, through Action Teams and prospect introductions
- ◆ Is willing to represent Junior Achievement throughout the community
- ◆ Has the ability and willingness to make a significant personal financial contribution
- ◆ Has the ability to generate \$25,000 in resources (financial or in-kind), internally or externally



General Monthly Checklist

JULY

- Confirm volunteer coordinator for upcoming year
- Work with volunteer coordinators and JA staff liaison to develop and begin implementation of recruitment plan
- Finalize Board Action Team assignment
- Make reservation for Dallas Classic Golf Tournament

Projected time spent: 3 hours

AUGUST

- Submit Prospect list to JA
- Review status of fall volunteer recruiting
- Approach your company's contribution committee for increased support
- Meet with JA president to develop personal task plan for the year

Projected time spent: 3 hours

SEPTEMBER

- Attend September Board meeting
- Begin making prospect calls
- Make personal contribution pledge
- Identify Bowling Coordinator

Projected time spent: 5 hours

OCTOBER

- Meet with volunteer coordinator to review fall involvement results and preview spring recruiting
- Attend JA Dallas Golf Classic
- Follow-up with funding prospects
- Submit your company's pledge
- Meet with Bowling Coordinator to set goals

Projected time spent: 4 hours

NOVEMBER

- Complete prospect calls

Projected time spent: 2 hours

DECEMBER

- Attend Board meeting
- Meet with volunteer coordinator to review spring goals and fall results
- Thank fall volunteers

Projected time spent: 4 hours

JANUARY

- Review status of spring volunteer recruiting
- Make reservations for Dallas Business Hall of Fame
- Meet with Bowling coordinator to finalize plan

Projected time spent: 4 hours

FEBRUARY

- Meet with volunteer coordinator to review spring volunteer recruiting status

Projected time spent: 1 hour

MARCH

- Meet with Bowling coordinator to review team recruiting
- Attend JA Board Meeting

Projected time spent: 3 hours

APRIL

- Attend Dallas Business Hall of Fame
- Meet with your Bowling coordinator to review progress
- Meet with volunteer coordinator to assure volunteers complete commitments

Projected time spent: 2 hours, plus Hall of Fame

MAY

- Attend Board Retreat
- Meet with your Bowling coordinator to review progress
- Meeting with volunteer coordinator to assess the year
- Participate in your company's volunteer recognition

Projected time spent: 8 hours

JUNE

- Attend Budget/Plan Review Session
- Attend Annual Board meeting

Projected time spent: 4 hours

In addition

- Actively participate in at least one Board Action Team, meeting 3-6 times, 3-6 hours
- Teach a class – 6 hours

Total projected time: 52-55 hours per year, plus event participation