



# Junior Achievement<sup>®</sup>

## 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

#### **Roles and Responsibilities of the individual Board Member**

- ◆ Make an appropriate annual personal contribution. 2006-07 average gift was \$800.
- ◆ 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 committee each year.
- ◆ Influence others to provide the same by participating in the Board Campaign or otherwise using influence to generate increased funding and support to advance the mission of the organization.
- ◆ 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 structure
- ◆ Provides a specific skill that helps Junior Achievement accomplish its mission
- ◆ Demonstrates an interest in Junior Achievement's goals
- ◆ Ability and willingness to actively participate in the work of the organization, through committees and solicitation for resources
- ◆ Willingness to represent Junior Achievement throughout the community
- ◆ Ability and willingness to make a significant personal financial contribution
- ◆ Ability to generate \$25,000 in resources (financial or in-kind), internally or externally



## General Monthly Checklist

### **JULY**

- Work with volunteer coordinators and JA program liaison to develop and begin implementation of recruitment plan
- Finalize committee assignment
- Make reservation for Dallas Classic Golf Tournament

*Projected time spent: 3 hours*

### **AUGUST**

- Submit Campaign list to JA
- Review status of fall volunteer recruiting
- Approach your 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 campaign calls
- Make personal campaign pledge
- Identify Bowling Coordinator

*Projected time spent: 5 hours*

### **OCTOBER**

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

*Projected time spent: 4 hours*

### **NOVEMBER**

- Complete funding 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
- Attend Board meeting

*Projected time spent: 3 hours*

## **MARCH**

- Meet with Bowling coordinator to review team recruiting

*Projected time spent: 1 hour*

## **APRIL**

- Attend Dallas Business Hall of Fame
- Meet with your Bowling coordinator to review progress

*Projected time spent: 1 hour, 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 committee, meeting 4-6 times, 6 hours
- Teach a class – 6 hours

Total projected time: 54 hours per year