

# **BPC Board Member at Large Job Description**

*As an elected officer, the Board Member at Large is a representative of the Brook Park Council and has the ability to affect the image and reputation of the BPC.*

## **CHARACTERISTIC:**

- Model good leadership qualities; maintaining honesty and high level of integrity
- Devoting adequate time to the position
- Working as a team member with the officers of the BPC
- Exercising good ethical judgment
- Setting aside personal views and act in the best interest of the BPC
- Good listening skills

## **TIME COMMITMENT:**

- Attend and actively participate in Board Meetings once per month,
- Executive Board Meetings (approx.) once per month during the school year and 5-6 times (or more if needed) during the summer months.
- Attend large committee meetings and planning sessions as they are scheduled.
- Most of the work can be done on your own schedule.
- Rotate with Board Members to represent the Board at scheduled school and BPC events.

## **TYPICAL MONTHLY TASKS:**

- Act as aide to all Board positions and lead meetings in the absence of the President and Vice President.
- Perform the duties of Board member in his or her absence or inability of that officer to serve
- Liaise with committee leads and committees for large events and attend those planning meetings.
- Assume other responsibilities as assigned by the Executive Board or otherwise delegated.
- Oversee large committees, train chairs, provide leadership support and be a liaison between committee chairs and the Executive Board.
- Represent large committees at monthly BPC meetings if a member from the committee is unable to attend.
- Work on any special projects or ad hoc committees that arise.
- Serve as a liaison to teachers for all programs/fundraisers.

## **TYPICAL ANNUAL TASKS:**

- Work with large committees over the summer to secure event dates and budget details.

## **TRANSITION:**

- Incoming Board Member at Large takes office immediately following the May meeting.

*I have reviewed the above job description with the incoming Member At Large.*

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Outgoing Member At Large SignatureDate

*I have received and understand the above job description for Member At Large and will execute to the best of my ability.*

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Incoming Member At Large SignatureDate