

# The Grove, Incorporated

(By-Laws – Appendix D.)

## Board of Directors Preferred Experience and Skills

**Purpose:** The purpose of this document is to define the experience and skills that are advantageous to carrying out the duties of the Board of Directors of the Grove Inc. This criterion, in addition to that defined in the By-Laws of the Corporation, suggests additional qualifications necessary to perform the services required of each specific position on the Board. Willingness and ability to learn is also to be taken into account. Individuals' having demonstrated general qualities such as honesty, integrity and the like are a given and shall not be listed. It is intended that both those interested in serving on the Board and the elections Nominating Committee use this document as a guideline to aid in determining candidates who are most qualified. This document shall be maintained so as to remain contemporary by the Board of Directors and shall always be available prior to elections for use by both the Nominating Committee and those individuals either interested in seeking, or solicited to seek a position on the Board.

### President

- Leadership & Management Skills and/or Experience
- Business Experience (Non-Profit beneficial)
- Financial Aptitude
- Communication Skills - Oral and Written
- Information Technology – Moderate to Above Average

### Secretary

- General Office Skills
- Record Keeping
- Communication Skills – Oral and Written
- Information Technology – Moderate to Above Average (Internet, Email, Word Processing & other Software)

### Treasurer

- Financial Background
- Detail Oriented
- Communication Skills
- Information Technology – Moderate to Above Average (Internet, Spreadsheets, Financial & other Software)

### AA Coordinator

- Knowledge of AA structure and organization
- Communication Skills
- Information Technology – Novice (Email, Word Processing)

### Activities Coordinator

- Communication, Organization & Public Relations Skills
- Information Technology – Novice (Email, Word Processing)

### Manager

- Valid Drivers License, Vehicle & Insurance
- Physical Stock-handling Ability
- Information Technology – Novice (Email, Word Processing)

### Facilitator

- General Facilities Maintenance Knowledge
- Organizational Skills
- Information Technology – Novice (Email, Word Processing)

Approved by Membership vote on 06-14-2008.