



## **General Board Member**

### **Position Summary**

The Centerpeace Career Development, Inc. (CCD) Board of Directors is the government and policy-making body of the organization. It authorizes the program of work, approves the budget, controls its property, receives and acts on committee and staff recommendations and directs the general operations of the organization. The General Board Member serves in this capacity.

### **General Responsibilities**

- Maintains close contact with members of the organization and various leaders of the community.
- Is responsible for financing operations through annual dues.
- Enlists the talents and energies of members in committee activities.
- Delegates such authority and responsibility to the President and staff as it deems necessary to accomplish the objectives.
- Makes every effort to maintain good attendance and be on time. Upon the absence of a Director from three meetings of the Board for reasons which the Board fails to declare sufficient, that Director's resignation from the Board will be deemed to have been tendered and accepted. Board meetings will be on a definite schedule throughout the year.
- Takes an active interest in the organization and its activities. This means keeping informed and abreast of activities.
- Serves as spokesperson for the organization when such occasions arise. As a spokesperson for the organization, each Director will reflect the official position.
- Makes every possible effort for maintaining and increasing, both in number and caliber, membership in the organization.
- Defends the organization against unfair criticism or initiates any necessary action to eliminate the cause if the criticism is justified.

### **Desired Skills and Attributes**

- Passion for the CCD mission.
- Strong verbal communication and writing skills.
- Proactive and motivated to learn new tools and information.
- Ability to work on multiple projects, independently and with team members, to meet the goals of CCD.
- Careful judgment and reservation in the expression of personal views that differ from policies or official positions adopted by the organization.
- Solid problem-solving skills.

### **Education and Experience**

- 2 to 3 years of relevant experience needed for the Board.
- Familiarity with nonprofit or not-for-profit organizations, preferred but not required.
- Familiarity with career development or human resources, preferred but not required.
- Experience using social media channels such as Twitter, Facebook, LinkedIn, etc.
- Demonstrated experience with the following software:
  - Microsoft Office Suite or Google Suite.

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, protected veteran status, genetic information, or disability.