Uptown Plain City Organization Board of Directors Member Job Description

Position Requirements: Demonstrated interest in the program's purpose and goals. Specific experience in and/or knowledge of administration, finance, program development, advertising, public relations, downtown business activity, communications, design, historic preservation or economic development is preferred. Experience as a representative of a public or private organization in the community or a segment of the community. Minimum of one (1) year of experience with Uptown Plain City Organization (UPCO) in some capacity.

Position(s) Supervised: Officers and committee chairpersons.

Time Requirements: 10 – 20 hours per month

General: Collectively, the Board of Directors assumes legal and philosophical responsibility for all Uptown Plain City Organization (UPCO) activities. The Board of Directors is solely responsible for establishing program policy, approving the annual program of work and corresponding budget, and determining the goals of the program.

Specific Duties:

1. Takes care of UPCO by ensuring prudent use of all assets, including facility, people, and good will; and provides oversight for all activities that advance UPCO's effectiveness and sustainability. (legal "Duty of due care")
2. Makes decisions in the best interest of UPCO; not in his or her self-interest. (legal "Duty of loyalty")
3. Ensures that UPCO obeys applicable laws and acts in accordance with ethical practices; that UPCO adheres to its stated corporate purposes, and that its activities advance its mission. (legal "Duty of obedience")
4. Is a member in good standing of UPCO.
5. Regularly attends board meetings and regular public meetings, attending a minimum of 75% annually in person or electronically.
6. Is an active member of at least one standing committee, participating in completion of yearly goals and attending a minimum of 75% of meetings annually in person or electronically.
7. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
8. Stays informed about committee matters, prepares well for meetings, and reviews and comments on minutes and reports.
9. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
10. Is an active participant in the committee's annual evaluation and planning efforts.
11. Approves month-to-month operational matters of UPCO.
12. Participates in fundraising for the organization via procuring sponsorships/donations and volunteering for fundraising activities.
13. Attends orientation and continued board training offered by UPCO and by related organizations.
14. Shall receive no compensation for services.
15. The term for the Board of Directors shall be for three years and no more than two consecutive terms.
16. May be removed from office at any time with cause by the affirmative vote of two-thirds of the Directors.
17. Annually appoints an UPCO President and approves the Event Committee Chairs.