

Board Member Job Description Great Lakes Adaptive Sports Association

The Board will support the work of the Great Lakes Adaptive Sports Association (GLASA) and provide mission-based leadership and strategic governance. While day-to-day operations are led by Cindy Housner, Executive Director, the Board-CEO relationship is a partnership and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Leadership, governance and oversight

- Together with the Executive Director, helping to develop GLASA's short-term and long-term strategic plans
- Serving as a trusted advisor to the Executive Director as she implements the short-term strategic plan
- Reviewing outcomes and metrics created by GLASA for evaluating its impact and effectiveness
- Reviewing the agenda and supporting materials prior to board and committee meetings
- Approving GLASA's annual budget, audit reports, and material business decisions, having been informed of and meeting all legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the Executive Director
- Assisting the Executive Director, Board Chair, and Chair of the Governance / Board Recruitment committee in identifying and recruiting new Board Members
- Partnering with the Executive Director and other board members to ensure that board resolutions are carried out
- Serving on committees and taking on special assignments
- Representing GLASA to potential donors, and acting as an ambassador for the organization
- Ensuring GLASA's commitment to a diverse board and staff that reflects the communities which GLASA serves

Fundraising

- GLASA's Board Members will consider GLASA to be a philanthropic priority and make an annual gift or gifts that reflect that priority. So that GLASA can credibly solicit contributions from foundations, organizations, and individuals, GLASA expects 100 percent of Board Members to make a personal annual contribution that is commensurate with their capacity.
- As a general guideline, a goal for board members is to contribute, through personal donations and the solicitation of others, approximately \$5000 each year on behalf of GLASA.

Board terms / participation

- GLASA's Board Members serve for two years, and will be eligible for re-election to additional terms without set limit.
- Formal board meetings will be held six times a year, normally on the 3rd Tuesday of the month. Meetings are in January, March, April, June, August, and October.
- In months when the board does not meet, an informal discussion meeting will be scheduled to allow those board members who wish to attend to keep up to date on GLASA happenings.
- Committee meetings will be scheduled separately as needed. Board members are expected to serve on at least one board committee:
 - Fundraising
 - Governance / Board Recruitment
 - Marketing

Qualifications

This is an extraordinary opportunity for an individual who is passionate about GLASA's mission and who is interested in making a difference. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- Natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for growing GLASA's Mission