



Minnesota Child Care Provider
Information Network
(MCCPIN)
PO Box 1136
Prior Lake, MN 55372

Board of Directors Job Descriptions

Executive Committee

President

Position Summary

The President is responsible for the leadership of MCCPIN, which would include:

- Guiding and mediating board actions.
- Guidance of the Board of Directors in setting annual goals and objectives for achieving those goals.
- Direction of the organization in establishing a long-range plan.
- Re-evaluation of both the long range plan and the annual goals and objectives annually.

Responsibilities:

- Attend Board of Directors meetings and prepare a report to be distributed in the schedule arranged.
- Accept responsibility for all decisions made by the Board of Directors.
- Accept responsibility for the financial success of MCCPIN.
- Support Board of Directors in developing and strengthening skills to perform their assigned responsibilities.
- Work with Board of Directors in strengthening job descriptions and responsibilities of committees under their direction.
- Serve as the communications liaison to ensure consistency between the MCCPIN Board of Directors meetings by following meeting protocol and reviewing all minute's prior to distribution.
- Work with MCCPIN Vice President as the support person to the President by keeping him/her informed regarding current programs.

- Work with MCCPIN Executive Director and serve as a liaison between the Board and the Executive Director of MCCPIN.
- Work with the Board of Directors to establish MCCPIN's yearly goals and the strategic plan for MCCPIN.
- Represent MCCPIN as the agency spokesperson in the Executive Director's absence.
- Contribute to information releases as needed to build relationships and disseminate information to the child care community and to build relationships on behalf of MCCPIN.
- Recognize the need for consultants in areas that need improvement and seek professional consultants to fill those needs.
- Is responsible to determine the need and schedule board training.
- Set up on-line phone options for meetings.

Vice President

Position Summary

The Vice President is responsible for serving as an assistant to the President.

Responsibilities:

- Chair the Human Resources/Personnel Policy Committee.
- Attend all Board of Director meetings and any special meetings called by the President.
- Preside at meetings in the absence of the President.
- Assist the President upon request.
- Represent MCCPIN as directed by the President.
- Organize committees as determined necessary by the Board of Directors.
- Oversee the annual evaluation process of the Executive Director.
- Chair of the By-Law Committee.
- Responsible to keep a schedule of review of documents that pertain to the organization's continued growth. (Financial and Personnel Policies, By-Laws, Job Descriptions, etc.)

Secretary

Position Summary:

Maintains the permanent records of all Board of Directors Meetings and distributes information effectively, factually and in a timely manner. The Secretary is Chair of the Nominations Committee.

Responsibilities:

- Attend all Board of Director meetings and any special meetings called by the President.
- Record and report the minutes of all MCCPIN Board of Director meetings.
- Take minutes at meetings and send to President for proofing; distribute all Board meeting draft minutes and reports to Board Members within 10 days of the meeting.
- Follow designated format for taking minutes at meetings and is responsible for maintaining permanent records for the organization.
- Distribute copies of meeting agendas and reports.
- Make back-up copies of minutes and print final copy on letterhead for MCCPIN office records.
- Record e-mail motions and votes taken between meetings and provide copies at the next meeting for signatures.
- Keep current on human resource regulations and practices in business and nonprofit sectors.
- Chair the Nominations Committee for the Board of Directors.
- Assist the President upon request.

Treasurer

Position Summary:

Serve as the MCCPIN Board conduit for financial oversight and management of the organization, working with staff to accomplish the Board's fiduciary duties. Establish,

interpret, and enforce financial policies of the Board of Directors; question and advise board members regarding fiscal management of the organization.

Responsibilities:

- Chair the Finance Committee.
- Chair BOD Fundraising Committee.
- Attend all Board of Directors meetings and any special meetings called by the President.
- Ensure the preparation and filing of all financial reports as required by the by-laws.
- Present financial statements to the MCCPIN Board on a quarterly basis, at a minimum.
- Prepare a financial statement for meetings regarding organization's financial health.
- Review monthly and year to date reports of income and expense actuals, consolidated balance sheet, and consolidated income statement.
- Lead the Board of Directors in the annual budget plan, to be approved by the Board of Directors in August, and initiate any needed budget adjustments during the fiscal year.
- Keep current on human resource regulations and practices in business and nonprofit sectors.
- Alert President and/or Executive Director to figures in various financial and personnel policies that seem out of place.
- Monitor financial activity and make suggestions for needed expense reduction or revenue increase.
- Advise President and Executive Director on financial matters of any Memorandum of Understanding or contracts with other organizations and agencies in a way that safeguards the interests of MCCPIN.
- Chair MCCPIN Audit Selection Committee; prepare & explain annual audit Reports to the Board.
- Treasurer oversees the Financial Policy Review Committee.

Advisor

Position Summary:

The Advisor shall advise the Board of Directors in their area of expertise at the request of the Board.

Responsibilities:

- Promote MCCPIN as a licensed family child care resource in the community.
- Submit reports when requested by the President or Executive Director.

Notes: BOD is Board of Directors

January 2019