

BOARD MEMBER OF COMMUNITY ACTION OF LARAMIE COUNTY

The programs of Community Action of Laramie County are:

- **Head Start and Early Head Start** – Early Childhood Education 0 – 5 Years, services include teaching and education, health and nutrition screenings, family and community engagement.
- **Self-Sufficiency** – Services and Housing to low income individuals and families afflicted by economic set-backs. Services include case management, housing services, financial assistance, and assistance with medical, dental and vision needs.
- **Kinship Support Services** – Caregiver Support Services provides assistance with guardianship, case management, training and referrals to grandparents and kin raising children.
- **Crossroads Healthcare Clinic** – Healthcare for Low Income and Homeless providing primary medical care, prescription assistance and case management services.
- **Cheyenne Farmers Market** – Annual Board Fundraiser taking place August to October

Purpose of Board:

The Board is solely responsible for determining agency policy, approving program and contract budgets, assisting with the general promotion of CALC and supporting the organizations mission and needs.

Board Member Job Requirements:

- Demonstrate an interest in the agency's programs and service goals.
- Have experience and/or knowledge in at least one area of administration, grant writing, finance, legal, health, personnel, program development, outreach, education, public relations or communication.
- Represent either the private, public or low-income sector of the population in the community.
- Have time to attend regular Board meetings and committee meetings.
- A willingness to be engaged in some aspect of agency fund raising activities.

Length of Term:

1. All members of the CALC Board of Directors shall be appointed or elected and qualified for membership in accordance with the amended By-Laws. A term shall terminate in the third appointed or elected year of service at the annual meeting in July.
2. Limitation of Board Service
 - a) Public Sector Representatives: Public officials or their representatives serve at the pleasure of the designating officials; Mayor/City Council – two (2) seats and are appointed to three (3) year terms. County Commissioners – two (2) seats and are appointed to three (3) year terms. Designating public officials reserve the right to replace their representative at any time, provided that written notice is submitted to the CALC Board of Directors. Such notice shall also properly identify the new representative. Each member may serve up to two (2) consecutive terms. If the

member desires to sit on the board again, he or she must wait a period of one (1) term before applying again.

- b) Lay membership: Each member may serve up to two (2) consecutive terms. If the member desires to sit on the board again, he or she must wait a period of one (1) term before applying again.
- c) Low Income Sector Representatives: The representative of the Laramie County Head Start Policy Council serves at the pleasure of the designated entity and is elected to a three (3) year term. At large representatives of the low income sector shall be elected for one three (3) year term at a time. Each member may serve up to two (2) consecutive terms. If the member desires to sit on the board again, he or she must wait a period of one (1) three year term before applying again.

Meetings and Time Commitments:

The Board of Directors meets monthly on the third Thursday of the month at 5:30 pm in the CALC offices, meetings last up to two hours.

Standing committees of the Board meet once a month or less depending upon their respective work agenda. Committee meetings are set with the participating members schedules in mind.

Board members are usually asked to attend two or three special events a year.

Expectations of the Board:

- Attend and participate in meetings, fundraisers and special events on a regular basis as able.
- Participate on one or more standing Board committee and serve on ad-hoc committees as necessary.
- Get to know other Board members and build working relationships while supporting the right of the individual member to express opposing viewpoints and vote their convictions.
- Become knowledgeable about CALC programs and services, become an advocate to enhance CALC's image in the community.
- Focus on policy making, planning and evaluating rather than day-to-day operations by ensuring that the agency meets the following legal requirements.
 - Adopting By-Laws
 - Ensuring that the agency operates within these By-Laws
 - Adopting policies which determine the purpose, governing principles, functions and activities of the agency
- Select, employ and evaluate the Executive Director.
- Monitor and approve the corporate finances of the agency.
- Authorize and approve the annual audit.
- Responsible for all expenditures dealing with facilities, their improvements, purchase or sale.
- Be an active participant in the Board's annual evaluation and planning efforts.
- Participate in fund raising for the organization.