



## Open Roles for CCNI 2017 Board of Directors

*The following vacancies are available for the CCNI 2017 Board of Directors*

### Officers

Serve as officers on the Board and as part of the Executive Committee.

**1. President (one year term)**

Serves as an officer on the Board and on the Executive Committee (EC) for a one-year term. The President presides over all meetings of the Board of Directors and the EC. The President ensures that all decisions and resolutions of the Board of Directors are carried out in alignment with the strategic plan and annual budget. The President motivates, engages and empowers board members and contracted staff, and mentors the President-elect. The President enhances strategic alliances and is the spokesperson for the organization.

**2. President-elect (one year term)**

Serves as an officer on the Board and on the Executive Committee (EC) for a one-year term. In the absence of the President, the President-elect presides over board meetings and has other responsibilities and duties as assigned. The primary role is to support the President to ensure that all decisions and resolutions of the Board of Directors are carried out in alignment with the strategic plan and annual budget. The President-elect oversees the overall operations of the organization (contracted staff) and ensures offerings are aligned with the strategic plan.

**3. Secretary (two year term)**

Serves as an officer on the Board and on the Executive Committee (EC) for a two-year term, the Secretary reports to the President. The Secretary ensures that meetings are scheduled according to the Bylaws and run in accordance with the spirit of Robert's Rules, documents the decisions and actions through recorded minutes, and ensures that the governance of the Board is in compliance with CCNI Bylaws and policies.

### Directors at Large

Serve as a Board member representing the membership for a two-year term (DAL terms are staggered for a balanced rotation). DALs report to an assigned Executive Committee member. Their responsibilities are assigned by the President depending on skillsets and interest. These are non-compensated positions.

- **Programs and Events**

- Develops the programming calendar (topics, speakers, timing, etc.), works with contracted staff to ensure invitations, certifications and other supporting services are maintained, and makes recommendations for new offerings

- **Credentialing**

- Maintains the credentialing process with regard to applications, makes recommendations for adjustments and/or new offerings, reviews industry certification and credentialing processes to ensure CCNI is relevant and adheres to such standards

- **Strategy/Development**
  - Assists CCNI with the development of long-term strategy to grow and expand relevant offerings to our membership consistent with our mission, vision and values. Seeks strategic alliances in order to raise additional funds to support new initiatives and expand our ability to offer our members more robust services.
- **Nominations Committee Member**
  - Works with the Immediate Past President and one additional member (appointed by the Board) to solicit nominations from the membership to fill upcoming vacancies on the Board of Directors. Conducts interviews to ensure candidates are qualified and understand the responsibilities of the positions for which they have been nominated. Submits a slate of candidates for membership voting at the Annual Business Meeting.

#### **Qualifications**

- Is a CCNI member in good standing
- Agrees with CCNI's mission, vision, code of ethics and statement of faith
- Has the ability to make sound decisions; displays prudence/good judgment
- Is a strategic thinker, planner and influencer
- Is able to maintain confidentiality
- Demonstrates strong interpersonal and communication skills, and the ability to work effectively with a wide range of constituencies in a diverse community
- Has three (3) or more years of experience in significant leadership role(s)
- Discloses to the Board any potential conflicts of interest with the position annually
- One or more years of Association management experience is a plus

#### **Board Service Expectations**

- Attend all monthly Board meetings (one meeting per month for 2 hours)
- Attend one strategic Board retreat (mid-year for 2 days)
- Submit Board report in advance of Board meetings
- Spearhead one initiative or area with a team of volunteers and/or contracted staff to advance the mission of CCNI