



Position Description for Members of the Board of Directors

Position: Director of the Board of Cornell Cooperative Extension of Rockland County

Purpose: To act in concert with the Director of Extension at Cornell University or his/her representative, the County Legislature, the Association's Executive Director and other Board members to determine and develop guiding policies and procedures for the Association consistent with the Constitution and Memorandum of Agreement; to delegate the administration of such policies and procedures to the appropriate standing committees, the Executive Director or staff members which shall report back to the Board of Directors.

Vision: Believing that lifelong education is the key to behavioral change, Cornell Cooperative Extension will become Rockland's leading provider of educational programs and resources that strengthen families and communities and enhance Rockland's environment.

Mission: The Cornell Cooperative Extension educational system enables people to improve their lives and communities through partnerships that put experience and research knowledge to work. Our current programs focus on environmental stewardship and community, youth and family development.

Major Responsibilities: Most of your responsibilities are carried out at the regularly scheduled meetings of the Board and its committees. Each Board member and committee member is encouraged to make recommendations from his/her vantage point in the community. The Board will empower the committees and/or the Association's executive director to act independently or will act upon their/his/her recommendations consistent with the mission of the Association.

You will also be offered an opportunity to join in an annual orientation session to understand the history of Cornell Cooperative Extension, its staff, volunteers, finances and opportunities – and become familiar with all issue areas and programs.

As a Board member, your major responsibilities are to:

- ❖ Help maintain and enhance the relationship of the Association to county government and Cornell University;
- ❖ Establish the organizational structure; support and maintain the organization;
- ❖ Execute the *Memoranda of Agreement* and authorize the execution of other legal instruments;
- ❖ Establish a Nominating Committee to function on behalf of the participants of the Association;
- ❖ Establish policies and procedures for maintaining an effective Cooperative Extension Association including program scope and Association priorities;
- ❖ Provide for the employment of the Association's staff in accordance with established personnel policies;
- ❖ Secure resources and prioritize allocation of financial, personnel, volunteer and other resources to meet the needs of the community in a manner consistent with the organizational mission;
- ❖ Be familiar with CCE's Affirmative Action plan, and to carry out the spirit and letter of that plan;
- ❖ Represent and promote Cornell Cooperative Extension in the community.



You are responsible to: The people of Rockland County and President of the Board.

- ❖ Your volunteer advisor is the President of the Board.
- ❖ Your Cornell advisor is the Cornell State Specialist, Charlie Fausold.
- ❖ Your staff advisor is the Association's executive director.

Term: Three calendar years. You are elected to this position by the general public at the Association's Annual Meeting in autumn. You may be elected for a maximum of two consecutive 3-year terms. Terms may be less than three years when filling a vacant position or unexpired term.

Time Required: The Board schedules monthly meeting dates for September through June (no Board meetings in July and August), but sometimes cancels meetings if no decisions/actions are necessary. As a result, there are at least five Board meetings yearly (approximately 1.5 hours per meeting) plus travel time.

Each Board member will be assigned to at least one committee (*currently Personnel, Finance, Nominating, and Fundraising.*) Committees generally meet 2-3 times each year. Some committees meet more often than others based upon the work needing action; committee meetings are generally set to meet members' schedules.

Board members are usually reminded of Board meetings by email prior to the meetings. It is each Board member's responsibility to notify the executive director – preferably at least 24 hours in advance – if he/she cannot attend the upcoming meeting. Board members who do not give such prior notification and miss three consecutive Board or committee meetings may be asked to resign.

Leadership and Offices: In years to come, as a Board member you may serve in one or more of these leadership positions.

- ❖ President of the Board
- ❖ Vice President; also serves as Personnel Committee chairperson
- ❖ Treasurer; also serves as Finance Committee chairperson
- ❖ Secretary

Qualifications:

- ❖ Sincere desire to assist in providing CCE educational programs to improve the lives of county residents.
- ❖ Strong knowledge of the community and "connections" in the community
- ❖ Dependable and will actively participate in meetings, events, etc.
- ❖ Can represent diverse communities or neighborhoods
- ❖ 18 years of age or older – and resident of Rockland County

Training: Orientation to Cooperative Extension is provided annually (usually in January or February) by the staff and fellow Board members. For more information, contact the executive director for a copy of the Annual Report and other programmatic/administrative documents.

Benefits of Board Membership: As a Board member, you will have an opportunity to serve your local community by representing its concerns and interests at the county level. You will also meet other community leaders and receive training in organization, leadership and related subjects.



Cornell University
Cooperative Extension
Rockland County