

The Arkansas 4-H Foundation, Incorporated

Board Member

Job Description

Purpose

Board members are responsible for the development and implementation of fundraising and the cultivation and development of corporate and private donors to support the Arkansas 4-H Youth Development program. All board members are ambassadors of the Arkansas 4-H Foundation and program.

Length of Appointment: three years

Specific Duties

1. Attends and completes a board orientation session.
2. Ensures adequate resources for program implementation. Each board member should make a personal commitment to make a significant contribution annually that is significant to his/her personal resources. Board members should seek funds for the Arkansas 4-H Foundation.
3. Supports development efforts in the following ways:
 - a. Identifies potential donors.
 - b. Introduces prospective donors to the Arkansas 4-H Foundation and the Arkansas 4-H Youth Development program.
 - c. Informs prospective donors about the Arkansas 4-H Foundation and the Arkansas 4-H Youth Development program and its mission and vision, and explains to the prospect why he or she (the board member) personally supports the organization with gifts.
 - d. Seeks involvement from the prospective donors of the 4-H Foundation, Inc., and the Arkansas 4-H Youth Development program by involving them in special events or by proposing the potential donor as a committee member, board member or other type of volunteer.
 - e. Has a key individual with the best opportunity of obtaining a gift; invites prospective donor to invest in the mission of the Arkansas 4-H Foundation.
4. Supports the executive director in conjunction with other board members.
5. Ensures, with other board members and staff, that the budget, policies and program efforts are consistent with the Arkansas 4-H Foundation, Inc., mission, goals and objectives.
6. Familiarizes himself or herself with the Arkansas 4-H Foundation mission and Arkansas 4-H Youth Development program and provides needed support, guidance and access to advance the Arkansas 4-H Youth Development program. Uses personal and professional skills, relationships and knowledge for the advancement of the organization.

7. Serves on at least one board or special project committee and attends the planning meetings. Each committee should meet as necessary. These are the existing committees:
 - 4-H Center Asset Management and Operations Committee
 - 4-H Program Committee
 - Audit Committee
 - Development Committee
 - Executive Committee
 - Finance and Administration Committee
 - Nominating Committee
8. Is willing and able to act as an ambassador of the Arkansas 4-H Foundation, Inc., and the Arkansas 4-H Youth Development program to the public and media. Enhances the organization's public image by staying informed of its mission and programs.
9. Regularly attends meetings as scheduled (four per year) and periodic board retreats.
10. Demonstrates genuine commitment to organizational activities by attending special events and programs.
11. Stays well-informed on issues and agenda items in advance of the meetings and is actively engaged at meetings.
12. Reviews responsibly and acts on committee recommendations brought to the board for action.
13. Uses personal and professional skills, relationships and knowledge, in general, for the advancement of the organization.
14. Strives to attend all board and/or committee meetings. A member absent from three consecutive board or committee meetings shall be contacted to assess his or her interest in continuing membership. A board member absent from 75 percent of regular meetings over 12 consecutive months, without notification or good reason or without satisfactory arrangements with the board president, shall be deemed to have discontinued membership on the board.

Personal Attributes

1. Demonstrates commitment to the Arkansas 4-H Foundation, Inc.
2. Maintains high standing among his or her colleagues.
3. Is a respected citizen of the community.
4. Is willing to state one's convictions and is equally willing to accept the majority decision when in conflict with his or her own stand.
5. Develops an interest in the objectives and programs of the organization.
6. Deals openly and directly with the staff and other board members when pleased and displeased.

Time Required: Quarterly board meetings, committee meetings and other meetings as required

Success Criteria: Meets or exceeds agreed-upon annual goals. Financial support shall increase on an annual basis.