

TOPEKA LITERACY COUNCIL
Board Member Job Description

POSITION TITLE: **Member of the Board of Directors**

REPORTS TO: President

COMPOSITION: The officers of the Council and up to eight persons who are representative of the Topeka community, and the Executive Director ex officio without vote.

TERM OF OFFICE: Two years; may be elected to additional two-year terms. Members are elected and installed at the Annual Meeting in June, and the term of office begins then. Vacancies on the Board will be filled by action of the Executive Committee. The officers of the Topeka Literacy Council shall be the officers of the Board of Directors.

MEETINGS: The Board of Directors shall normally meet ten times per year, with meetings in January, February, March, April, May, June (Annual Meeting), August, September, October, and November.

RESPONSIBILITIES:

- A. Give general oversight of and provide guidance for the Council
- B. Supervise the fiscal affairs of the Topeka Literacy Council, including fund-raising.
- C. Pay annual dues as a member of the Council and make an annual financial contribution.
- D. Appoint the Executive Director after considering the recommendations of the Executive Committee; approve the recommendations concerning the duties of the Executive Director and determine salary allowances for staff.
- E. Become familiar with Council programs and practices; complete the one-hour Orientation Workshop, which all tutors take, and the Board Orientation; serve on a committee if possible.
- F. Attend board meetings regularly. The work of TLC requires active members. For that reason, if circumstances result in a member missing three consecutive board meetings, the member will be contacted regarding future availability to serve.
- E. Perform other duties as normally are the responsibility of the Board of Directors.

GUIDELINES FOR SELECTION OF BOARD MEMBERS:

The members of the board will be persons related to other agencies also concerned with the problems of illiteracy, thus furthering important networking, and individuals representing business and the community at large who bring expertise and insight to further the Council's work.

