



## **MASP Board of Directors Job Description**

### Responsibilities of the Board of Directors

As the governing body of MASP, the board is responsible for:

- determining the mission of the organization and understanding its collective purpose
- selecting, supporting, and evaluating the performance of the chief executive
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring the organization's programs and services
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization
- ensuring legal and ethical integrity

### Responsibilities of Individual Board Members

Each board member is expected to:

- know the organization's mission, policies, programs, and needs as well as understand its collective purpose
- faithfully read and understand the organization's financial statements and board materials in advance of meetings
- serve as active advocates and ambassadors for the organization
- fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- leverage connections, networks, and resources to develop collective action to achieve the organization's mission
- give a meaningful personal financial donation
- help identify personal connections that can benefit the organization's fundraising and reputational standing, and influence public policy
- prepare for, attend, and conscientiously participate in board meetings
- participate fully in one or more committees or taskforces
- engage in learning opportunities to better understand the community we serve
- respect the experiences of all who bring their voices and lived experiences into the boardroom and the organization
- uphold the legal duties and laws regarding nonprofit governance
- follow the organization's bylaws, policies, and board resolutions
- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of the organization

## Commitment

- Complete a 3-full term and actively participate in supporting a thriving organization and board of directors.
- Attend in-person convenings on a quarterly basis:
- Attend four in-person board meetings.
- Participate in a committee of the board, including meetings during in-person convenings and virtual meetings between convenings
- Make a personally significant financial contribution to the organization annually.
- Leverage social capital to draw in champions, partners, and investors for MASP.
- Engage in an annual board self-assessment.
- Board Members do not receive any compensation for their services but may receive reimbursement of travel expenses to in-person convenings as approved by the Board of Directors.

## About MASP

Mission: MASP advocates for equitable systems that support and expand quality out-of-school time experiences for all youth in the state.

Vision: The out-of-school time (OST) sector is a leader in equipping young people and adults across Michigan with the high-quality, youth-driven, and equitable experiences and resources they need to thrive in school, work, and life.

## Values:

- Transformative Justice – We change structural forces and systems that harm some groups while benefitting others.
- Belonging – We create environments where all MASP partners and staff feel that they are seen, heard, and valued.
- Bold Action – We use data to drive bold, creative and strategic risks to accelerate change.
- Authentic Relationships – We build relationships that are honest, transparent, respectful, and trustworthy.
- Youth Driven – We center youth in everything that we do.
- Agency – We create opportunities for OST practitioners, youth, families and partners to be change makers.