



## Board Member Job Description

**Accountability:** Linda Daley, Board President,  
Kelly Lee & Deb Stokel, Executive Directors, 603-422-8223

**Staff Resource:** Catherine Edison, Development Director, 603-422-8223

**Term of Office:** Three Years

**Our Mission:** To provide high quality child care and early education for children age eight weeks to 12 years, to give priority to children that are in need, and to take a leadership role in advocating for children and families.

**Board membership is critical to the success of the school's mission.** We serve ALL families, and have a very diverse population. Over 30% of children at Seacoast Community School are from single parent families, and 29% of families (low to moderate income) receive state, city, or private scholarships towards child care tuition.

### Qualifications:

- \* Desire to advance the mission of Seacoast Community School
- \* Ability to work well with other people, introduce potential investors to development staff
- \* Monthly Board Meetings held 3<sup>rd</sup> Tuesday of the month, 7:35AM at Community Campus: 1 – 1.5 hours per month [Transitioning to quarterly board meetings 2015]
- \* Committee/ project involvement, other meetings: 2 – 4 hours per month

### Major Responsibilities:

- \* Provide wisdom, work and wealth
- \* Set policies for the School, including long and short term plans of action
- \* Hire and evaluate the Executive Director(s)
- \* Participate in all Board Meetings
- \* Serve on at least one committee
- \* Elect the Officers of the Board
- \* Provide expertise and be a resource for the organization
- \* Participate in all School fundraisers
- \* Advocate for and promote the School to the community and business interests
- \* Monitor financial conditions and approve the budget
- \* Participate in the development of the Strategic Plan
- \* Make individual informed decisions on issues; commit adequate time and effort