**Grade A Plus Board of Directors Position Summaries**

**Chairperson of the Board -** Should have at least one year of prior experience on the board. Assists with preparation of meeting agendas, chairs the board meetings, serves as a back-up to the Executive Director as spokesperson in the community, and can sign official documents. Also serves as a Director on the board.

**Vice Chair of the Board -** Should have at least one year of prior experience on the board. Serves as an alternate for the chair in meetings when needed. Also serves as a Director on the board.

**Board Secretary –** Should have the skills to prepare and distribute minutes of the board or executive committee meetings. Is responsible for maintaining the official file of meetings. Also serves as a Director on the board.

**Finance Director -** Should be a Certified Public Accountant (CPA). Assists the Executive Director with preparing financial reports, maintaining the ledgers and signing official documents.

**Funding and Development Director –** Should be a professional and provides leadership and coordination for leading and supervising funding campaigns and donor solicitation.

**Governance and Policies Director -** Should be a professional with experience in public administration, human resources, health, insurance, or the law. Monitors the development of policy and governance activities to assure the organization is within appropriate guidelines.

**Legal and Risk Management Director -** Should be a professional in law or insurance. Provides advice and leadership as needed on risk and legal matters, including contract review and human resources.

**Strategic Marketing Director -** Should have knowledge and experience in marketing, social media, television, and internet communications. Provides advice and leadership in these areas.

**Education Relations Director -** Should be a professional in education with experience in either the school system or a college/university. Provides education advice and leadership as needed.

**Church Relations Director –** Should be a church leader or on a pastoral leadership team and have knowledge in working with the church community at large. Provides advice and leadership in church relations.

**Family Relations Director -** Should have knowledge and experience in working with at-risk families and issues in the community. Provides advice and leadership in these areas.

**Business Relations Director -** Should have knowledge and experience in working with businesses and issues in the community. Provides advice and leadership in these areas.

**At-Large Directors –** Provides advice and leadership with a specific perspective and brings a compassionate interest and commitment to the mission of the organization.

**Grade A Plus Advisory Board Position Summaries**

**Grant Advisor –** Has specific skills and experience in grant writing and works directly with the Executive Director and the Finance team when needed.

**Data Advisor-** Has specific skills and experience in data collection and analysis and works directly with the Executive Director and the data management team.

**Technology Advisor-** Has specific skills and experience in IT managementand knowledge of software utilization and works directly with the Executive Director and technology team.