

LVMAC Job Book

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Introduction

1. Purpose of the Book: This book provides job descriptions to help LVMAC effectively organize and manage. It also provides to prospective candidates for a position a basic introduction to position roles and responsibilities. It is not a “how-to” manual. It is also a work always in progress, since organizational realignments will occur from time to time. Nor is it intended to do away with flexibility, a collegial operating atmosphere, and teamwork – without which this all-volunteer, service nonprofit cannot survive.

2. Purpose of a Job Description: Each job description is intended to define the job position and what is expected of the incumbent. Together with the bylaws, the strategic plan, structural diagrams and committee descriptions, a job description helps to explain how the organization operates and key interrelationships within the organization.

3. References:

- a. Bylaws
- b. Strategic Plan (and Supporting Organization), in particular, the structure and committee descriptions

4. Facts Bearing on the Matter:

- a. In accordance with the Bylaws, no officer can hold more than one officer position.
- b. The Administrative Assistant, when present, will assist the officers of the Corporation but is not ultimately responsible for their duties and responsibilities.

5. Assumptions:

- a. Job descriptions will be included as positions are added and defined by the Board.
- b. The Executive Committee will maintain and update the job descriptions.
- c. The Board remains a “working” (administrative and policy, aka governance) board.
- d. These job descriptions do not consider the presence of an Executive Director, a paid position. If an Executive Director were to be hired, the job descriptions would require modification.

6. Forms: Included in this book are the Nominating Committee’s information form required of prospective candidates before interviews; and the board member agreement and code of ethics forms to be signed before acceptance to the Board.

Job Description of the President

- **Title:** President
- **General Description:** The President serves as both an officer of the Corporation and a member of the Board of Directors. As Chief Executive Officer of this Corporation supervises the affairs of the Corporation. Serves as the Chairman of the Board. Performs all duties and responsibilities incident to the office and any other duties that may be required by the Corporation's Bylaws or prescribed by the Board of Directors or the Executive Committee.
- **Reports to:** Board of Directors
- **Term of Office:** 3 years.
- **Level of Effort:** High, approximately a minimum of 3.5 workday equivalents per month:
 - Board, Exec. Committee, and Council Meetings 6 hours
 - CEO administrative duties 4 hours
 - Attendance at committee meetings as needed 8 hours
 - Fund raising, speaking, activities attendance 4 hours
 - Planning and preparation 6 hours28 hours
- **Qualifications:**
 - Member of a member organization
 - Veteran status not required, but recommended
 - Willingness to commit to above level of effort
 - Prior experience on a board and in conducting group meetings
 - Good command of the English language, both written and spoken
 - Sound interpersonal skills: relates well with people; able to act with tact and discretion
 - Public speaking skills
 - Some knowledge of military and veterans community
 - Sound organizational skills: a proven team builder
 - Ability to work under pressure and meet deadlines
 - Ability to work independently
 - Computer literate and capable of using or learning the organization word processing program and communications systems
- **Duties and Responsibilities:**
 - Serves as a member of the Board and an officer of the Corporation.
 - Serves as the Chief Executive Officer of the organization. Acts as the representative of the board as a whole, in addition to being an individual supervisor to staff when it exists.
 - Serves as the Chairman of the Board. Ensures the effective action of the Board in governing and supporting the organization, and oversees Board affairs
 - Signs and delivers in the name of the Corporation deeds, mortgages, bonds, contracts or other instruments pertaining to the business of the Corporation, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the Articles of Incorporation, Bylaws, or Board to another officer or agent of the Corporation.
 - Plans the council, board and executive committee agendas, being assisted by the Vice President(s), Secretary and Administrative Assistant.
 - Develops and encourages Board's role in strategic planning.
 - Recommends to the Board what committees are to be established.
 - Seeks volunteers for committees and coordinates individual Board Member committee assignments.
 - Ensures each major committee has a clearly defined line of communication to the Board.
 - Appoints, with approval of the Board, the chairpersons of the Standing Committees.
 - Determines when Executive Committee meetings are necessary and convenes the committee in accordance with Bylaws.
 - Attends Standing Committee (excludes Executive Committee) meetings ex officio without vote, as deemed necessary, to ensure that they are properly guided and functioning.
 - Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.

- Brings organizational policy issues before the Board for resolution and then enacts them as required.
- Annually focuses the Board's attention on matters of institutional governance that relate to its own structure, role, and relationship to the council and its committees.
- Monitors financial planning and financial reports.
- Ensures needed fundraising activities are performed.
- Speaks to the media and the community on behalf of the organization.
- Attends ceremonial events as required in the name of the organization.
- Formally evaluates the performance of any contract or paid employees, with the assistance of the Budget and Finance Committee Chair.
- Evaluates annually and reports to the Board the performance of the organization in achieving its strategic plan (mission goals and objectives); assessing its pace, direction, and organizational strengths and weaknesses.
- Performs other duties assigned by the Board.

Job Description of the Vice President

- **Title:** Vice President
- **General Description:** The organization will have up to two Vice Presidents. A Vice President serves as both an officer of the Corporation and a member of the Board of Directors. Exercises those duties and responsibilities prescribed by the President, with the approval of the Board or Executive Committee, in accordance with the Bylaws. The First Vice President serves as the Vice Chairman of the Board. The First Vice President (followed by the Second Vice President when existent) performs all duties and responsibilities and exercises all powers of the President when the President is absent or is otherwise unable to act.
- **Reports to:** Board of Directors and President
- **Term of Office:** 3 years
- **Level of Effort:** Moderate to High, approximately a minimum of 2.5 workday equivalents per month:
 - Board, Exec. Committee, and Council Meetings 6 hours
 - Administrative duties 2 hours
 - Other meetings with the President 2 hours
 - Attendance at some committee meetings 4 hours
 - Fund Raising, speaking, activities attendance 4 hours
 - Planning and preparation 2 hours20 hours
- **Qualifications:**
 - Member of a member organization
 - Veteran status not required, but recommended
 - Willingness to commit to above level of effort
 - Prior experience on a board and in conducting group meetings
 - Good command of the English language, both written and spoken
 - Sound interpersonal skills: relates well with people; able to act with tact and discretion
 - Public speaking skills
 - Some knowledge of military and veterans community
 - Sound organizational skills: a proven team builder
 - Ability to work under pressure and meet deadlines
 - Ability to work independently
 - Marketing knowledge sufficient to assist the President, Officers and Committee Chairmen in planning and leading the LVMAC marketing efforts to prospective member organizations and prospective recruits for Officer and Board positions
 - Computer literate and capable of using or learning the organization word processing program and communications systems
- **Duties and Responsibilities:**
 - Serves as a member of the Board and as an officer of the Corporation.
 - Performs the duties of the President when the President is incapacitated or absent.
 - Responsible for membership development and acts as Chair of the Membership Committee, if needed.
 - Responsible for Board development (orientation, training, evaluation).
 - Establishes a system for Board members to evaluate their effectiveness.
 - Plans the council, board and executive committee agendas with the President.
 - Works closely with the President and other staff and committees.
 - Serves as alternate spokesman for the organization.
 - Attends ceremonial events as required in the name of the organization.
 - Serves on special projects committees as directed by the President.
 - Assists the President in recruiting talent for whatever volunteer assignments are needed.
 - Participates in fundraising activities.
 - Participates in formulating and administering organizational policies and procedures.

- Participates in developing the strategic plan.
- Reviews analyses of activities, costs, operations to ensure the organization is meeting its goals and objectives.
- Performs other duties and responsibilities as assigned by the President and the Board.

- Operates office equipment such as photocopiers, facsimile machines, telephones, and computers.
- Receives and processes incoming and outgoing mail.
- Drafts letters and reports on behalf of the organization, as required.
- Stores and retrieves data on computers.
- Types and distributes agendas or programs for meetings.
- Schedules meeting locations, as required.
- Maintains attendance rosters and roll call of members (coordinates with the Vice President and Master at Arms for Council Meetings).
- Maintains and requisitions office supplies, as required.
- o Performs other duties as assigned by the President, the Board and Executive Committee.

Job Description of the Treasurer

- **Title:** Treasurer
- **General Description:** The Treasurer serves as both a member of the Board of Directors and as an officer of the Corporation. The Treasurer has charge and custody of all funds of this Corporation, and will ensure deposit the funds as required by the Executive Committee and the Board of Directors. Keeps and maintains adequate and correct accounts of the Corporation's properties and business transactions, render reports and accountings to the Directors and to the Members as required by the Executive Committee, Board of Directors or by Members or by law. The Treasurer will perform all duties incident to the office of Treasurer and any other duties as may be required by law, by the Articles of Incorporation, or by the Bylaws, or that may be assigned by the Board of Directors or Executive Committee.
- **Reports to:** Board of Directors and the President
- **Term of Office:** 3 years
- **Level of Effort:** Moderate to High, approximately a minimum of 2 workday equivalents per month:
 - Board, Exec. Committee, Council Meetings 4 hours
 - Finance Committee Meeting 2 hours
 - Other meetings with the President 2 hours
 - Fund raising and activities attendance 2 hours
 - Filing and other duties 2 hours
 - Planning and preparation 4 hours16 hours
- **Qualifications:**
 - Member of a member organization
 - Veteran status not required
 - Willingness to commit to above level of effort
 - Prior experience on a board as a member preferred
 - Financial background with some experience in the accounting and reporting systems; knowledge of these systems for nonprofits preferred; CPA certification not required.
 - Knowledge of sound, conservative investment opportunities desirable.
 - Is sufficiently familiar with all legal documents (articles, bylaws, IRS letters, etc.) to note applicability.
 - Good command of the English language, both written and spoken
 - Sound organizational and interpersonal skills; ability to act with tact and discretion
 - Ability to work under pressure and meet deadlines.
 - Ability to lead the Finance Committee.
 - Ability to work independently.
 - Computer literate and capable of using or learning the organization word processing program and communications systems – and QuickBooks, if needed.
- **Duties and Responsibilities:**
 - **General:**
 - Serves as a member of the Board and as an officer of the Corporation.
 - Manages the finances and administrates the fiscal matters of the organization.
 - **Treasurer:**
 - Advises the Board on investments: ensures sound management and maximization of cash and investments.
 - Supervises the bookkeeper (Administrative Assistant) who is responsible for (or performs them in the absence thereof):
 - Handling receipts, recording transactions in and out, bank reconciliations and assist with the preparation of financial reports for board meetings.
 - Preparing payments for the officers to sign.

- Preparing deposits to the bank and recording them into the accounting system (or deposit is done by Treasurer and documents delivered same day to bookkeeper for recording).
- Managing and monitoring day-to-day transactions in and out of the account.
- o Has charge and custody of all funds and securities of the Corporation, and deposits all such funds in banks, trust companies, and other depositories as approved by the Board.
- o Receives monies payable to the Corporation (e.g. sales revenues, donations, contributions, gifts, and grants) and provides required acknowledgements, including tax exemption statements.
- o Disburses funds as instructed by the Board, taking proper vouchers for such disbursements.
- o Maintains correct accounts of the Corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- o Stores and retrieves data on computers.
- o Presents the financial reports to the Council.
- Budget and Finance Committee:
 - o Acts as Chair or Vice Chair, if needed.
 - o Attends committee meetings as a member and assists the Chair in preparing agendas for meetings, including a year-long calendar of issues.
 - Works with the committee to develop and review financial policies, procedures and systems.
 - Works with the Chair to ensure Board review of financial policies and procedures.
 - Provides financial reports or snapshots at Council and Board Meetings, and on other occasions as requested by the President.
 - Regularly reports to Board on key financial events, trends, concerns, and the organization's fiscal health.
 - o Works with the committee to develop annual operating and long-range planning budgets for programs and administration, receiving program input from the other committees.
 - o Provides the annual budget to the Board for approval.
 - o Assists in providing necessary financial information towards the development of grant proposals.
 - o Assists the committee with the selection of the Auditor for the annual review; meets with and provides the necessary Corporation financial records to the auditor.
 - o As official custodian of financial records, coordinates with the committee for the filing and forwarding of pertaining organizational correspondence and documents, inclusive state and federal filings. Coordinates with the Secretary for their location.
 - o Works with the committee to develop property management procedures and contracts when needed.
- Performs other duties as assigned by the President and the Board.

Job Description of a Board Director

- **Title:** Director
- **General Description:** Serves as a member of the Board of Directors. The Board consists of at least four to five corporate officers (the President, one or two Vice Presidents, the Secretary and the Treasurer), and no fewer than 5 but no more than 15 other directors – inclusive of the chairpersons of the Standing Committees. The Board of Directors is vested with the management of the business and affairs of this Corporation, including but not limited to, the reviewing of the goals, priorities, budget and the issues of this Corporation. In so doing, provides guidance, advice, and recommendations to the Corporation. The Board, therefore, provides governance, leadership, and stewardship – it is a working board.
- **Reports to:** Accountable to the Council; reports to the President and Board of Directors.
- **Term of Office:** 3 years
- **Level of Effort:** Low to Moderate, if not appointed to a committee position; approximately a minimum of 0.5 to 1.5 workday equivalent per month depending on duties:
 - Board Meetings 2 hours per quarter
 - Executive Committee Meetings, if assigned 3 hours when Board not meeting
 - Attendance at some committee meetings 3 hours
 - Attendance at special meetings, Council 2 hours on occasion
 - Planning and preparation 2 hours
12 hours
- **Qualifications:**
 - Member of a member organization. Need not be a Lehigh Valley or Pennsylvania resident.
 - Veteran status not required
 - Willingness to commit to above level of effort
 - Understands the purpose of the organization
 - Willingness to make a conscientious effort to understand the organization’s programs
 - Willingness to participate in fund raising activities
 - No prior experience on a board is required, although helpful
 - Basic understanding of budgets and planning processes
 - Good command of the English language, both written and spoken
 - Sound organizational and interpersonal skills; ability to act with tact and discretion
 - Ability to lead a committee if called upon
 - Ability to work independently
 - Computer literate and capable of using or learning the organization word processing program and communications systems
- **Duties and Responsibilities:**
 - **General:**
 - Performs any and all duties imposed by law, by the Articles of Incorporation, and by Bylaw.
 - Supervise officers and agents of the Corporation to ensure they are properly performing their duties.
 - Regularly participates in board meetings and important related meetings.
 - Commits to actively participating in at least one committee of the organization; chairing an ad hoc committee if called upon by the President.
 - Volunteers for and willingly accepts assignments; completes them thoroughly and on time.
 - Assists the President in recruiting talent for whatever volunteer assignments are needed.
 - Keeps informed on board matters, prepares for meetings, and reviews minutes and reports.
 - Gets to know other Board members and builds a collegial working relationship that contributes to consensus.
 - Actively participates in the Board’s self-evaluation and planning efforts.
 - Supports fund raising activities for the organization when needed.
 - Performs other duties as assigned by the Board or the President as Chairman.

- Planning:
 - Participates in the strategic planning process.
 - Understands and votes, or helps to arrive at a consensus as appropriate, on the annual budget, funding strategy and strategic plan.
 - Understands and votes, or helps to arrive at a consensus as appropriate, on major policies affecting those strategies.
- Organizing:
 - Nominates, monitors, appraises, advises, supports and, when necessary, changes the officers.
 - Helps in ensuring the status of organizational strength and manpower planning and the requirements of the current programs and long-range strategy are consistent with each other.
 - Propose a slate of directors to the Council and fill vacancies as needed in response to recommendations from a properly convened Nominating Committee.
 - Annually review the performance of the Board and take steps to improve its performance.
- Operating:
 - Reviews the results achieved by the officers and Executive Committee as compared with organization's philosophy, annual and long-range goals, and the performance of similar organizations.
 - Helps in ensuring that the organization's current needs and its long-range strategy are consistent with its financial structure; and if not, the shortfalls are identified.
 - Provides candid and constructive criticism, advice, and comments.
 - Understands and votes, or helps to arrive at a consensus as appropriate, on major actions of the Corporation, such as capital expenditures, major program development and program service changes, and hiring authorizations.
- Evaluating:
 - Reviews to ensure that the membership is adequately informed of the condition of the organization and its operations.
 - Reviews to ensure that published reports properly reflect the operating results and financial condition of the organization.
 - Reviews to ensure that the officers have established appropriate policies to define and identify conflicts of interest throughout the organization; and are diligently administering and enforcing those policies.
 - When necessary, helps in appointing independent auditors.
 - Reviews compliance with relevant material laws affecting the Corporation.

Job Description of Budget and Finance Committee Chairman

- **Title:** Budget and Finance Committee Chairman or Finance Chair
- **General Description:** The position requires working with the Treasurer, the Bookkeeper, the Auditor, the Grant writer(s), and other fundraisers. Whereas the Treasurer is responsible for managing the Corporation's cash and investments and ensuring it meets the financial goals expressed in the budget; this position is more focused on the internal workings of the corporation: preparing budgets, supervising accounting and auditing work; generating tax returns and financial statements – and ensuring the various other committees are meeting financial deadlines and are in compliance with Corporation policy and procedures
- **Reports to:** Board of Directors and President
- **Term of Office:** 3 years
- **Level of Effort:** Moderate to High; approximately an additional workday equivalent to that of a Director for a total of 2.5 workdays per month:
 - Board, Exec. Committee, Council Meetings 6 hours
 - Finance Committee Meetings 2 hours
 - Other meetings with the President 2 hours
 - Fundraising and activities attendance 4 hours
 - Filing and other duties 2 hours
 - Planning and preparation 4 hours
22 hours
- **Qualifications:**
 - Must be a Board Member. See Board Director's job description.
 - Highly recommended that has a degree in Accounting, Finance, Economics, or Business
 - Demonstrated experience in financial management and accounting, ideally in the nonprofit sector
 - Experience should include legal, audit, compliance, budget, and resource development
 - Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
 - Knowledge of sound, conservative investment opportunities desirable
 - Proven effectiveness leading professionals in finance and accounting
 - Technologically savvy, with an ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment
 - Flexible and a self-starter; able to multitask while also being highly detail-oriented.
 - Personal qualities of integrity, credibility, and a commitment to a nonprofit's mission.
- **Duties and Responsibilities:**
 - General:
 - This is not an officer position in the Corporation.
 - See Board Director's job description.
 - Refer to standing committee description found in the Strategic Plan.
 - See Budget and Finance Committee under "Duties and Responsibilities" of the Treasurer's job description.
 - Attends the Executive and Board Committee meetings, and also the meetings of other Standing Committees when needed or advised.
 - Financial Activities: Oversees financial activities, such as:
 - Supervising the Treasurer to ensure sound management and maximization of cash and investments. Towards that end, works with the Treasurer on coordinating with the investment firm holding investment account.
 - Reviewing banking accounts.
 - Overseeing coordination with accounting firm for audits, to include approving statements and tax returns.

- Overseeing the proper preparation of federal (IRS) and state (DOS and DOR) reports affecting the Corporation's status.
- Following up on the insurance agent on liability and fiduciary policies and reviewing the policies for sufficiency.
- Working with other Standing Committee chairs to prepare the draft of the annual budget.
- Grant Writing Activities: Supervises the grant writer, which may be an independent contractor, to include:
 - Oversees the providing necessary financial information towards the development of grant proposals.
 - Approves and signs grant requests.
 - Prepares required report reports about grant activities to contributors.
- Independent Contractor Activities: Assists on legal matters as required, particularly those of independent contractors:
 - Contract for Administrative Assistant
 - Contract for Grant Writer
 - Contract for Information Technology support
 - Review proposals and matters as received.
- Reporting and Planning:
 - Develops and maintains financial procedures, policies and systems for the purpose of financial control and administration.
 - Provides the appropriate financial reports to the Board and on other occasions as requested by the President.
 - Regularly reports to Board on key financial events, trends, concerns, and the organization's fiscal health.
 - Develops annual operating and long-range planning budgets for programs and administration, receiving program input from the other Standing committees for the approval of the Board.
- Other:
 - Assists in the organization of fundraising events deemed necessary to the organization, e.g. the annual dinner event and golf tournament.
 - Represents LVMAC at outside meetings and events where financial matters are involved.
 - Works with the committee to develop property management procedures and contracts, as needed.
 - Nominates a Vice-Chair for back-up and succession planning purposes.

Job Description of Communications Committee Chairman

- **Title:** Communications Chairman
- **General Description:** The Communications Chair sets and guides the strategy for all communications, website, and public relations messages and collateral to consistently articulate the organization's mission. Accordingly, the position requires developing and working with the Public and Community Affairs subcommittee, the Newsletter staff, the Special Events Planning group, in addition to that coordination required with the Information Technology Support Committee to develop the social media products it requires. The Chair works closely with Board within the organization as the communications partner on a variety of strategic initiatives.
- **Reports to:** Board of Directors and President
- **Term of Office:** 3 years
- **Level of Effort:** Moderate to High; approximately an additional workday equivalent to that of a Director for a total of 2.5 workdays per month:
 - Board, Exec. Committee, Council Meetings 6 hours
 - Communications Committee Meetings 2 hours
 - Other meetings with the President 2 hours
 - Fundraising and activities attendance 4 hours
 - Filing and other duties 2 hours
 - Planning and preparation 4 hours
 - 22 hours
- **Qualifications:**
 - Must be a Board Member. See Board Director's job description.
 - Highly collaborative style; experience developing and implementing communications strategies
 - Excellent writing/editing and verbal communication skills
 - A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently
 - Relationship builder with the flexibility and finesse to "manage by influence"
 - High energy, maturity, and leadership with the ability to serve as a unifying force and to position communications discussions at both the strategic and tactical levels
 - Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters
 - Technologically savvy, with an ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment
 - Flexible and a self-starter; able to multitask while also being highly detail-oriented.
 - Personal qualities of integrity, credibility, and a commitment to a nonprofit's mission.
- **Duties and Responsibilities:**
 - General:
 - This is not an officer position in the Corporation.
 - See Board Director's job description.
 - Refer to standing committee description found in the Strategic Plan
 - Attends the Executive and Board Committee meetings, and also the meetings of other Standing Committees when needed or advised.
 - Specific:
 - Develops, implements, and evaluates the annual communications plan across the network's discrete audiences in collaboration with the Membership Committee.
 - Leads the generation of online content that engages audience segments and leads to measurable action. In consultation with affected Standing Committees, decides who, where, and when to disseminate

- Puts communications vehicles, developed by the Information Technology Support Committee, in place to create momentum and awareness as well as to test the effectiveness of communications activities
- Manages the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, organization's website, and the like.
- Coordinates webpage maintenance—ensures that new and consistent information (article links, stories, and events), especially pertinent to the local veterans community, are posted regularly
- Working with the Information Technology Support Committee, tracks and measures the level of engagement within the network over time
- Coordinates and organizes, working with the Membership Committee, annual meetings and events (such as ceremonies and parades) that engage the organization's membership.
- Manages all media contacts
- Other:
 - Assists in the Budget and Finance Committee through marketing and/or advertising in needed fundraising events deemed necessary to the organization, e.g. the annual dinner event and golf tournament.
 - Nominates a Vice-Chair for back-up and succession planning purposes.

Job Description of Membership Committee Chairman

- **Title:** Membership Chairman
- **General Description:** The Membership Chair sets and guides the strategy for recruiting needed and worthy organizations into the Council for the purpose of accomplishing its mission and then works to retain them. In so doing, develops and implements an action plan for recruiting, retaining, and educating the membership. Works with the Information Technology Support Committee to develop the contact management system it requires to accomplish its mission, with the Communications Committee to get its messaging out, and with other Standing Committees to determine resource needs.
- **Reports to:** Board of Directors and President
- **Term of Office:** 3 years
- **Level of Effort:** Moderate to High; approximately an additional workday equivalent to that of a Director for a total of 2 workdays per month:
 - Board, Exec. Committee, Council Meetings 4 hours
 - Membership Committee Meetings 2 hours
 - Other meetings with the President 2 hours
 - Fundraising and activities attendance 2 hours
 - Filing and other duties 2 hours
 - Planning and preparation 4 hours16 hours
- **Qualifications:**
 - Must be a Board Member. See Board Director's job description.
 - Highly collaborative style; experience developing and implementing communications strategies
 - Excellent writing/editing and verbal communication skills
 - A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently
 - Relationship builder with the flexibility and finesse to "manage by influence"
 - Sincere commitment to work collaboratively with all member organizations.
 - Technologically savvy, with an ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment
 - Flexible and a self-starter; able to multitask while also being highly detail-oriented.
 - Personal qualities of integrity, credibility, and a commitment to a nonprofit's mission.
- **Duties and Responsibilities:**
 - General:
 - This is not an officer position in the Corporation.
 - See Board Director's job description.
 - Refer to standing committee description found in the Strategic Plan
 - Attends the Executive and Board Committee meetings, and also the meetings of other Standing Committees when needed or advised.
 - Specific: With the assistance of the committee,
 - Establishes and maintains a committee of able and interested members for the purpose of considering membership matters, including applications and preferred means for securing ongoing membership engagement.
 - Recommends candidate organizations for membership to the Board using Board-approved criteria.
 - Ensures a detailed database of all active member organizations is kept up-to-date and that the President and Chair of the Communications Committee are timely advised in the required format of all changes in membership.
 - Provides to the Chair of the Communications Committee an up-to-date list of all members and their email addresses for its newsletter and other publications.

- Makes the roster of current member organizations with their delegates available to the Executive Committee.
 - Provides a roster of current members to the Communications Committee to prepare for posting by the webmaster of the Information Technology Support Committee on the organization's website.
 - Takes appropriate steps at all times to protect the personal information of member organizations.
 - Introduces and welcomes new member organizations at the Council's monthly membership meetings.
 - Periodically checks via working with the Administrative Assistant for messages and mail from the member organizations that require Membership Committee action.
 - Provides, circulates and collects annual membership renewal forms, approved by the Executive Committee.
 - Monitors and follows-up with the delinquent members.
 - Recommends to the Board which delinquent members should be expelled or placed on an "inactive" list and advises the delinquent member organization accordingly.
 - Conducts exit interviews by telephone or email with member organizations which elect not to renew their membership
- Other:
- Provides reasonable support to other Standing Committees in the execution of their duties and responsibilities (The member organizations are a primary source of labor for its programs.).
 - Nominates a Vice-Chair for back-up and succession planning purposes.

Job Description of Information Technology Support Committee Chairman

(TBD)

Job Description of Programs Committee Chairman

(TBD)

LVMAC Board Member General Agreement

I understand that as a member of the Board of Directors of the Lehigh Valley Military Affairs Council I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

1. I will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
2. I will attend at least 75% of board meetings, committee meetings to which I commit myself, and special events.
3. I understand that resource commitments are encouraged from board members.
4. I will actively support fundraising activities.
5. I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
6. I will stay informed about what's going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other board matters.
7. I will work in good faith with staff and other board members as partners towards achievement of our goals.
8. If I am unable to fulfill these commitments, I will contact the President to explain the situation and how best to resolve the situation.

In turn, the organization will be responsible to me in several ways:

1. I will be sent, without request, quarterly financial reports and an update of organizational activities that allow me to meet the "prudent person" section of the law.
2. Opportunities will be offered to me to discuss with the board president the organization's programs, goals, activities, and status; additionally, I can request such opportunities.
3. The organization will help me perform my duties by keeping me informed about issues on which we are working, and by offering me opportunities for professional development as a board member.
4. Board members will respond in a straightforward fashion to questions I have that I feel are necessary to carry out my fiscal, legal and moral responsibilities to this organization. Board members will work in good faith with me towards achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the board president to discuss these responsibilities.

Signed:

Member, Board of Directors

Date: _____

(Printed Name)

President, Board of Directors

Date: _____

(Printed Name)

LVMAC Code of Ethics Agreement

In accordance with Section 10.08.02. of the LVMAC Bylaws, I make the following pledge of personal and professional conduct:

a. Integrity: I will demonstrate the highest standards of individual conduct, personal accountability, trustworthiness, fair dealings, considerations of the rights of others, and the highest principles of good business relationships.

b. Excellence: I will strive to meet the highest standards of performance, quality, service and achievement.

c. Honesty: I will communicate directly, respectfully, honestly and openly, and avoid misrepresentation, including misrepresentation through omission.

d. Diversity: I will support and value diversity – promoting an environment that embraces the similarities and differences all people bring to the organization.

e. Respect: I will respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.

f. Responsibility: I will take responsibility for my actions and decisions and remain a careful steward of our funds and resources.

g. Compliance: I will comply with our Code of Ethics and all laws and Regulations affecting LVMAC.

In addition, in accordance with Section 10.08.03 of the same Bylaws, I acknowledge and agree that:

a. An actual or potential conflict arises when any of the following circumstances exist or is threatened:

(1) A proposed transaction or arrangement under consideration by the Board, or any ongoing business relationship, involves a contracting entity with respect to which there is an interested Director or interested Officer.

(2) An opportunity within the scope of activities of the Corporation could be exploited by a Director or Officer, a Director or Officer's family member, or a contracting entity with respect to which there is an interested Director or interested Officer.

b. I will not place my personal interests in conflict with the interest of LVMAC; I will avoid any conduct that may impair my judgment with respect to LVMAC.

Signed:

Member, Board of Directors

Date: _____

(Printed Name)

President, Board of Directors

Date: _____

(Printed Name)

Nominating Committee Applicant Information Form

To allow us to evaluate how best you can promote the goals of LVMAC, we suggest you review our organizational structure and the roles and responsibilities of our key people found in the organizational documents tab of “About Us” on our www.lvmac.org website.

Name:

Date:

Address:

Phone(s):

Email:

1. What portion(s) of the LVMAC mission(s) most interest you?

2. An account of your present involvement in business; local civic and political affairs; current service to the military and veterans’ community (Attach a resume if desired and relevant.):

3. Other commitments (including commercial and nonprofit boards):

4. What expertise do you bring and what contributions are you willing to provide: