



**Early Childhood Council**

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## **Board Recruitment**

This document provides guidance and resources for the Broomfield Early Childhood Council to recruit positive, influential, and supportive Board members to help meet the mission and vision of the organization.

Board members are crucial to the sustained and positive success of any nonprofit organization.

As BECC is a community-based organization, the Board of Directors should reflect the community we serve in order to provide insight, direction, and accountability for the work performed.

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## Benefits of working with BECC

### **1. Flex your current skills and knowledge to strengthen a community-based program.**

Nonprofit work is very rewarding as you are able to use your skill and past experiences to sculpt the operation and activities that have a direct impact on our early childhood community. With your direction and decision making for the Council business processes, advocacy, and program outcomes it will support the health and education of our Broomfield children and families while building your skills, knowledge, and leadership ability for our community.

### **2. Work dedicated specifically to the residents and workforce of the City and County of Broomfield.**

Broomfield is by far the smallest and newest County in Colorado. The civic leadership and advocacy is making an impact with growth enabling policies, the commerce recognizes Broomfield as a strategic location, and it has been rated as one of the fastest growing counties in Colorado. Broomfield still has a small town feel in a metropolitan area. The culture is very loyal, proud, and innovative. By focusing the work solely on the Broomfield residents and the work with Broomfield based agencies and businesses, the services and supports available can be more effective and meet the specific needs of the community. Think of making a big splash in a little pond.

There are several agencies and services that may serve Broomfield residents, both in Broomfield proper and in surrounding areas. By working with this group, you will help to create a stronger partnership between the different agencies serving Broomfield residents, thereby creating a stronger system of early childhood services for Broomfield residents.

### **3. Community Engagement.**

BECC Board and members have the opportunity to work directly with the community on activities that educate, advocate, and bring awareness to an important and tangible issue of early childhood health and education. Early childhood is a foundation for success and lifelong learning. By being involved with BECC, we help to bring stronger processes and support for early childhood and watch the impacts in our own home town.

## Responsibility and Authority

Overall, the responsibility of a Board member is to ensure a proper and financially responsible business processes (including financial reporting, day to day business operations, funder requirements, etc).

Some more specifics include:

- Understand the goals and deliverables of the current strategic plan
- Steer the Council operation towards a sustainable future by recommending and adopting sound ethical and legal governances and financial management policies
- Help identify additional funding streams (fundraising, grant opportunities, etc.) that will advance the mission
- Oversee the work of the Director
- Attend regularly scheduled Board meetings, review the action steps and outcomes of the action steps
- Responsible to review and understand financial updates, ask questions to ensure proper accounting and financial transparency
- Responsible for the successes of the Council, responsible for the learnings of the Council
- Responsible for engaging with the community positively and representing the mission, vision and goals of the Council
- Authority to hire and fire the Director

## Term and Time Commitment

All Board members serve a two year term, with an option to renew their term. No set term limits for Board members.

A letter of commitment is signed upon agreement of being a Board member.

The Board of Directors meets bi-monthly, or six times per year. This is a 90-minute meeting to review different aspects of the Council operation, the programs, and any upcoming needs or decisions to be made per the Director.

Officers meet monthly to discuss operational issues and review of day to day business operations. Determine agenda and topics for Board meeting.

Ongoing, regular communication in the form of email comes and must be read about 4 times per month

Board members are encouraged to support the community engagement activities. Board members are also encouraged to continually look for ways the Council can be more involved with other agencies or community events that involved health and education.

Occasional community engagement events are necessary for Board members to attend to support the work of the Council and the activities within the community that support the mission, about twice per year. This will total 4-6 hours per year.

**Total annual, approximate time commitment, on average, 20 hours per year for members at large, or hour and a half per month. Officers time commitment is approximately 32 hours per year, or two and a half hours per month.**

## Board member job descriptions

### *General Job description of all Board members (members at large)*

- Represent the BECC in a positive manner to the community;
- Attend bi-monthly meetings (6 per year);
- Read and reply to email messages and respond with opinion and consent/dissent;
- Oversee the Director in job duties;
- Participate through discussion and voting for operational process, strategic planning, budget review and financial accountability, and positive, meaningful work plans;
- Engage with the community to advocate for the work of the Council, this may include advocating for public policy to support children and families;
- Be knowledgeable about early childhood issues at the local and state level;
- Participate in a committee to be connected with the work of the Council ;
- Attend Broomfield Early Childhood Council, All Council general quarterly meetings;
- Sign letter of commitment for 2 years.

### Specific roles of Officers

#### *President*

- Provides leadership to the Governing Board;
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns;
- Consults and reviews with Director on any issues of concern to the Board or Council;
- Conducts the Board meetings with input from Director;
- Initiates performance evaluation of the Director;
- Performs other responsibilities as appropriate and relevant to the success of the Council goals.

#### *Vice-President*

- Assist President with the presidential duties as directed or needed;
- Serves as acting President when President is absent;
- Chiefly responsible to support any incoming board members or Council partners (with support from BECC staff);
- Consults with Director on ongoing activities of Council.

#### *Secretary*

- Records and manages minutes of the Board meetings;
- Presents as witness to any legal document the Council must sign, including bylaws and Memorandum of Understanding;
- Records and manages minutes and announcements of the BECC meetings.

## *Treasurer*

- Reviews the financial reports and reimbursements of the Council monthly;
- Knowledgeable about all funding for the Council;
- Presents with Director, a quarterly report for the Board of Directors on budget to actuals and profit & loss detail;
- Creates a semi-annual financial report for the BECC;
- Oversee the Council financial policies.

## Legal and Financial Obligations

- As a Board member, you are obligated to ensure the Council adheres to the laws, rules, and ethical conduct appropriate for any business and nonprofit.
- Obligated to report any accounting or business misconduct to appropriate authorities (whistleblower).
- Understand terms of grant agreements and ensure the Director is meeting those obligations on behalf of the Council.
- Obligated to represent the actions and programs of the Council

## Qualifications and Skills Required

- Knowledge of Broomfield community
- Skill of critical thinking
- Public/community engagement
- Passion for health and education of young children, support of families, or creating a more efficient system of care and support for early childhood agencies
- Understanding of sound ethical business and financial processes
- Positive problem-solving ability

## Specialized skills

- Knowledge of civic processes
- Experiences in financial statements, analysis, and forecasting
- Awareness of early childhood systems and issues
- Non-profit board experience
- Business law experience

## Target Board Members

- Government official or government worker
- Health care worker (nurse, doctor, specialist)
- Financial professional (banking industry)
- Business leader