

# YMCA OF METROPOLITAN BIRMINGHAM

## Job Description

**TITLE:** Board of Directors Member  
**PURPOSE:** To Manage the Affairs of the Association  
**TERM:** Three Years

### Attendance at Meetings

Expected-Board, Committee and appropriate training or special events, any as necessary to full duties. The Board meets the 4<sup>th</sup> Monday of every month at noon, except July, August and December. The Annual Meeting is the 4<sup>th</sup> Monday of January in the evening.

### Authority, Accountability and Coordination

Responsible to: Chairman and accountable to the membership of the Board of Directors

Authority vesting and limits: Authority for the management of the Association is vested in the Board of Directors. Individual members have the authority to carry out job as described herein but may not obligate the Board or parts thereof to any affiliation or action without specific approval and proper coordination.

### Qualifications, Job Duties and Responsibilities

#### **Qualifications**

- Interest in and support for the mission and goals of the YMCA.
- High standing among the men and women of his/her profession and community.
- Willingness and ability to devote “time, talent and treasure” to accomplish the work of the YMCA.
- A breadth of understanding of and a tolerance for the viewpoints of others.
- Willingness to state one’s convictions openly and directly with board members and staff and, equally, the willingness to accept the majority decision when it conflicts with one’s own stand.
- Reside in or have their place of business within the are served by the YMCA of Metro Birmingham.

**Major functions of the Board of Directors are:**

- To determine the organization's goals, objectives and major policies.
- To assure that plans and programs are reviewed, approved and meet the Association's major goals.
- To select, appoint and evaluate the President/CEO.
- To provide for current and long-range financial stability.
- To safeguard the organization's assets.
- To evaluate and oversee the total YMCA operation to ensure consistency with sound operation practices and accomplishment of stated goals.
- To ensure that the business of the Board and the Association is conducted in an effective and open manner.
- To advocate on behalf of the YMCA.

**To carry out these duties a Board member must:**

- Attend Board meetings regularly.
- Become as well informed as possible on all agenda items.
- Contribute information and express points of view based on experiences and knowledge.
- Consider other points of view, make constructive suggestions, and help the Board make group decisions reflecting the thinking of the total group.
- Perform standing or special assignments.
  1. Serve on at least one standing or ad hoc committee or task force.
  2. Apply special skills and influence to accomplish the goals of the YMCA.
  3. Prepare for and attend meetings.
- Annual "Strong Kids" Campaign
  1. Contribute financially \$1,500.00 to the YMCA of Metro Birmingham "Strong Kids Campaign".
  2. Participate personally as an active member of the campaign work force that assures the success of the annual "Strong Kids Campaign".

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I have read, understand and will fulfill those duties expected of me as a member of the Metropolitan YMCA Board of Directors to the best of my ability.