

# **Menlo Park Community (MPC) Ready BOARD of DIRECTORS**

## **Role Responsibilities**

**Position Title:** Member, Board of Directors

**Term Length:** One year, renewable for any number of terms

**Responsible to:** Board of Directors

**General Purpose:** The MPC Ready Board of Directors governs the organization and assures adherence to all laws. The Board has the overall responsibility for the organization and is charged with supervision and oversight.

**Values:** Collaboration, Cooperation, Communication, Coordination and Community

### **Responsibilities:**

1. Commits to the mission, vision, values and purpose of MPC Ready.
2. Plans and positions MPC Ready for the future by establishing plans, goals and policies.
3. Maintains the privacy and confidentiality of MPC Ready assets, including financial, subscriber data, and electronic information.
4. Participates in setting overall policy and program oversight, and annual planning meetings.
5. Remains up-to-date with MPC Ready's bylaw and policies.
6. Proactively participates in MPC Ready activities, such as monthly community meetings, and recruiting new block coordinators and other volunteers.
7. Reviews and approves annual budget and fiscal oversight, to ensure that financial resources are sufficient to implement plans and are managed effectively.
8. Attends monthly Board meetings (at least 75% is desirable. The Board can consider exceptions). Stays informed about Board matters, prepares well for meetings, reviews and comments on minutes and reports, and participates in Board discussions and decision-making.
9. Participates in at least one Board subcommittee or program committee.
10. Attends MPC Ready events, programs and fundraising activities.

### **Qualities**

- Builds goodwill for MPC Ready to the general community
- Respectful and appreciative of fellow Board members
- Employs good judgement and decision-making skills
- Discloses any conflicts of interest;
- Has high level of integrity and strong ethics; and
- Is consistently dependable, punctual, and reliable about completing commitments.

Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

Approved by the Board of Directors on December 11, 2024.

Modeled on the one used by the Burlingame Neighborhood Network Organization.