



Member of the Board of Directors

Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Mi-Connection so as to support the organization's mission and needs.

Mission Statement: To be the provider of choice for our residents, enterprises and institutions by furnishing the best in home entertainment and business solutions at leading value. To deliver exceptional customer service with speed and reliability. To listen to our customers and respond with product and solutions that exceeds their expectations. To develop an entity that is a source of pride in the community we serve.

***Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization

**Members of the board share these responsibilities while acting in the interest of Mi-Connection. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of term: Two years, which may be renewed with no maximum terms, pending approval of Davidson and Mooresville Board of Commissioners.

Meetings and time commitment:

- The board of directors meets monthly on the fourth Friday of the month, 7:30 a.m., at Mi-Connection headquarters. Meetings typically last 90 minutes.
- Committees of the board, when required, meet on an as needed basis, pending their respective work agenda.
- Board members are asked to attend no more than two special events or meetings per year, as they are determined.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
- Is an active participant in the committee's annual evaluation and planning efforts.
- Participate on ad-hoc committees as necessary.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.

- Be alert to community concerns that can be addressed by Mi-Connection's mission, objectives, and programs.
- Help communicate and promote Mi-Connection's mission and programs to the community.
- Become familiar with Mi-Connection's finances, budget, and financial/resource needs.
- Understand the policies and procedures of Mi-Connection.

Personal Characteristics to Consider

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself.
- Develop certain skills if you do not already possess them, such as to: cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for Mi-Connection's development, and a sense of humor.