



Community Action Partnership of San Bernardino County (CAPSBC) Board Member Job Description

Job Title:	Community Action Board of Director
Responsible To:	Board Chairman
Compensation:	Voluntary Service
Staff Responsible:	Chief Executive Officer
Length of Service:	Five Year Term – with opportunity to request extension of terms (no limit on number of consecutive terms an individual may serve)
Time Involvement:	30 to 45 hours per year including participation in Board Committees, task forces, Board Retreats/workshops and agency activities

Major Responsibilities

- Commit to actively participate in regularly scheduled board meeting, discussions, policy and decision-making process of the Board of Directors. Although participation in meetings via conference call is allowed for committee meetings, in-person attendance is required at all Board of Director meetings.
- Contribute or mobilize economic and human resources for the benefit of CAPSBC.
- Actively serve on at least one board committee, task force or working group.
- Advocate for low-income persons to become self-sufficient.
- Attend training programs and orientation activities as necessary to enhance knowledge and leadership skills.
- Commit to providing financial support of the organization in its fundraising efforts or through a personal financial commitment

Qualifications

- Have demonstrated knowledge and experience in supporting the non-profit sector.
- Willing to fulfill all fiduciary and governance responsibilities by a strong board, including being a visible ambassador, relationship builder and assisting when called upon with fund and membership development.
- Resident of San Bernardino County.
- Knowledge and understanding of board governance.
- Must be supportive of the vision and mission of CAPSBC.
- Willing and able to commit the necessary time and resources to be an active, contributing board member.
- Ability to understand and articulate issues that affect the low-income community.
- Sensitivity to the diverse multi-cultural population served by CAPSBC.
- Be of good character and reputation.

- Must certify the following:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
- Have not been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, for violation of federal, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- Are not presently indicted for or otherwise criminally, or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses above; and
- Have not had any public transactions (federal, state or local) terminated for cause of default during the three year prior to their application.

CAPSBC is a public benefit corporation with a 501(c3) status, certified on August 8, 2003 and is the designated Community Action Agency in San Bernardino County and is one of the 1,100 Community Action Agencies nationwide dedicated to assisting low-income individuals and families become stable and self-reliant.

The Community Action Board (CAB) is a tripartite board structured comprised of 15 members that governs CAPSBC. Its membership is comprised of three sectors Public, Private, and Low-income with a maximum of 5 members for each sector.

- Low- Income Sector Representative - Selected in accordance with democratic procedures adequate to assure they are representatives of the poor in the area served. Representatives may not need to be low-income themselves as long as they are selected in a manner which ensures that they truly represent the poor and must reside in the district they represent. Low-Income Sector directors may be appointed for additional three-year terms.
- Public Sector Representative - Selected by the Community Action Board from elected public officials or their designated representative holding office on the date of selection or their representative. Public Sector Directors or their representatives may be appointed for additional two-year terms, provided they are in public office at the end of their term.
- Private Sector Representative - Selected by the Community Action Board from persons representing community groups and interests such as but not limited to: business, industry, labor, religion, law enforcement, education or other major groups and interests in the community served. Private Sector Directors may be appointed for additional one-year terms provided the organization or entity is in good standing with CAPSBC.