



## **Brief Description of Expectations and Qualifications for NVDECS Board of Directors**

Serving on the NVDECS Board of Directors is both an honor and a responsibility. As fiduciary stewards of the Foundation's finances, Directors are expected to abide by the highest ethical standards to ensure that the Foundation's financial resources are used to further charitable purposes and that the Foundation's funds are appropriately accounted for. Each Director is responsible for exercising due care and acting in a manner they reasonably believe is in the best interests of the Foundation and consistent with their fiduciary duties.

A balanced and diverse Board requires a wide range of experiences to ensure proper oversight of projects and programs, establish policies, implement strategies and achieve goals, and make sure that the Foundation remains in compliance with appropriate federal and state laws.

Applications are welcomed from members of NoVAC Delta Sigma Theta Sorority, Inc. (excluding officers) and members of the community.

### **Some Expectations of Board Members:**

1. Attend and participate in meetings on a regular basis, and special events. Regular meetings of the board are held on the third Wednesdays of the month.
2. Participate on a standing or special committee.
3. Be alert to community concerns that NVDECS can address by its mission, objectives, and programs.
4. Help communicate and promote NVDECS mission and programs to the community.
5. Become familiar with NVDECS' finances, budget, and financial/resource needs.
6. Understand the Foundation's policies and procedures.
7. Financially support NVDECS in a manner commensurate with your ability.
8. Perform whatever tasks the Foundation requires to function effectively and efficiently,

### **Qualifications:**

Professionalism and excellent verbal and written communications skills are highly desired. It is also essential that those serving on the Foundation maintain confidentiality in all aspects of the position. In addition:

1. Expertise in such areas as legal, financial, grant writing, philanthropic activities, human resources, marketing, problem solving, and working well with others; or
2. Degree or study in a discipline (business, accounting, management, law, etc.) that offers readiness for deliberation on business matters related to the Foundation's purpose; or

3. Experience serving on a Non-Profit Board/Foundation; or
4. Professional experience in the development, review, or management of budgets; or
5. Experience with a community group or organization as a “subject matter expert” and possessing skills that are valuable to the success of the purpose and goals of the Foundation; and
6. Hard working and enthusiastic, enjoy challenges and working cooperatively and collaboratively, and have a strong desire to help the board accomplish its mission.

**Meetings and Time Commitment:**

1. Regular board meetings are the third Wednesday of the month, from 7:00 PM to 9:00 PM, from September through June, usually at the Bailey's Community Center, 5920 Summers Lane, Falls Church, VA 22041, telephone, (703) 931-7027.
2. Committees meet as needed, per their respective agenda.
3. Directors are expected to prepare reports and report at meetings, as needed, and to prepare an annual report.
4. Directors should be available at least six to eight hours of the month to support the Foundation’s mission.

**Term of Office:**

The term of office for an NVDECS officer is one year, and two years for a director. Directors assume their position at the close of the annual meeting following their election, and serve until the end of their term or until their successors are elected. No Director is eligible for a two-year term that would extend her or his service on the Board for more than eight consecutive years.

**Board Prospect/Application Form:**

If you are interested in serving on the NVDECS Board of Directors, please fill out and submit the attached application.