

# Family Counseling Center of the CSRA, Inc.

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## BOARD APPLICATION AND POSITION DESCRIPTION

### Overview

The Family Counseling Center of the CSRA, Inc. (FCC) Board of Directors governs the overall execution of the organization's mission. Principally, the Board manages organizational finances and sets long term priorities for the agency. Additionally, the Board oversees the Executive Director, who is responsible for the day-to-day management of FCC. Overall, the members of the Board contribute to the educational, management, legal, and financial skills needed to ensure long-term organizational stability and growth and to ensure year-to-year excellence for the FCC. Board members also hold a fiduciary responsibility for management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with the FCC's status as a 501(c)(3) nonprofit organization.

Board Member responsibilities include monthly meeting attendance and committee meeting attendance, as well as potential teleconference meetings and active/ongoing electronic conversations. The Bylaws for FCC's attendance policy allows for removal if three meetings are missed without notice of absence.

### ***Declaration of Candidacy***

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next year as well as the ways to contribute to the development of the organization.

To apply:

- Submit the one page Board Application (page 2 of this document) and your résumé / CV to: familycounselingcenter@fcccsra.org. PLEASE WRITE **FCC BOARD APPLICATION** in the subject line.
- Copies of the one page application will be distributed to the selection committee.

### ***Time and Financial Considerations***

#### Meetings:

- Conference Calls (can be monthly) for updates on programs, setting policy, approving committee work.
- Committee Work (generally by email) on the Program, Finance/Audit, and Administration Committees.
- April: Option to attend an on-site UNITED WAY conference (there may or may not be a formal meeting).
- Monthly Board Meetings.

Travel Cost: As part of good stewardship, board members are selected from the greater Central Savannah River Area and are not provided travel or lodging to attend local board meetings.

Donations: As with any board, from time-to-time, the agency will need assistance for special projects or specific needs that arise in the form of monetary or in-kind assistance. The board members will be solicited for help; while not mandatory, it is encouraged.

### ***Process of Application***

Once the completed application and resume/CV is received by the Family Counseling Center, it is distributed to the selection committee. The committee has 30 days to review the documents. Applicants will receive invitation by an executive board member to attend a meeting. After meeting attendance, a formal invitation will potentially be given if deemed appropriate to join the Family Counseling Center Board of Directors.

Office Use Only:

Date Submitted: \_\_\_\_\_

