

SUMMIT UNIVERSITY BOARD MEMBER JOB DESCRIPTION

ORGANIZATION SUMMARY:

The District 8 Planning Council is a 501(c)3 tax-deductible non-profit organization. The Summit University Planning Council works to improve the common good of the community, with a mission of promoting enlightened, active constituency by providing information and conducting forums enabling residents to address issues that affect them. In addition to community partnerships and programs that foster holistic health in our community, the Council will further advise the City of St Paul on zoning and city plans as they affect District 8. Our programs focus on organizing residents to participate in decisions related to land use, crime prevention, environmental concerns, healthy transportation, livability and other issues important to the District 8 community. The Council is dedicated to the democratic process, openness in its operations, and is supportive of diverse perspectives. The Council expects its board to reflect the varied backgrounds and interests of its constituents. The District Council is governed by a board of volunteers. Serving on the board is a way to serve your community and make decisions about land use, development, approaches to crime prevention, and building community. For more specifics or any questions, do not hesitate to contact our office 651-228-1855.

JOB TITLE:

Board Member

LOCATION:

Summit-University neighborhood of St. Paul, MN

SALARY: unpaid TYPE: Part-time - volunteer

PRIMARY DUTIES AND RESPONSIBILITIES:

The board of directors of the Summit University Planning Council is legally responsible for all activities of the organization. The board sets goals, determines organizational policies that guide staff implementation of goals, provides financial oversight and approves and monitors the annual budget. Each member of the board also sits on one of the standing committees of the Council.

POLICY ADMINISTRATION:

Set policies, determine annual plan, and recommend program activities. Approve annual budget and actively participate in financial reporting and oversight.

FUNDRAISING:

Help the organization raise money by any or all of the following:

- A) Establishing a meaningful personal contribution;
- B) Setting fundraising goals with board and staff;
- C) Assisting with the annual fundraising campaign (e.g., providing names of potential donors, soliciting donations from individuals or businesses, assisting with preparation, mailing, thank you notes or calls);
- D) Assisting with solicitation of grants in line with strategic goals (e.g., identifying grantors, providing testimonials, identifying partners, assisting with grant writing and site visits).

PUBLIC AND COMMUNITY RELATIONS:

Represent and promote the purposes and activities of the District 8 Planning Council in a positive way to the community. Participate in planning and staffing community-wide events sponsored by the Council. Understand the organizational policy regarding the use of Board member's name in conjunction with candidates. Promote, whenever possible, new interest in the goals of the organization. Clearly differentiate in public when speaking for the Council and when representing personal opinions.

LEADERSHIP DEVELOPMENT:

Participate in recruitment, orientation, and development of new Board Members. Encourage the development of key volunteers to take on future leadership roles in the organization.

TIME COMMITMENT:

Attend a minimum of 7 Board meetings annually and any scheduled sub-committee meetings. A Director who has 4 unexcused from regularly scheduled Board meetings during a council year shall be automatically removed from the Board and the position declared vacant. A Director may be excused from attendance at a regularly scheduled Board of Directors meeting by notifying the Executive Director or the Secretary in advance of the meeting, preferably in writing. No more than two consecutive absences shall be granted in a row. Consecutive absences subsequent to two consecutive excused absences shall be considered to be unexcused absences.

UNDERSTANDING ISSUES:

Develop a basic understanding of issues that come before the board. Utilize staff expertise whenever necessary. Board members should possess or develop the ability to be effective advocates for citizen participation within their community and if needed, to the media.

EXPERIENCE AND QUALIFICATION REQUIREMENTS:

Demonstrated interest in and support of the District 8 Planning Council mission to create opportunities for residents to engage with each other and with governmental processes. Board members are not subject to term limits. All board members must be current residents of District 8 and at least 18 years old, or may be the representative of one of the district's businesses or organizations.

ADDITIONAL INFORMATION:

The Board of Directors meets 10-11 times per year on the 4th Tuesday of the month.

Neighborhood Development Sub-Committee meets the 3rd Tuesday of the month.

Community Improvement and Safety Sub-Committee meets the 2nd Thursday of the month.

Communications meets the Wednesday following the board meeting.

CONTACT US:

Interested applicants can contact the Council staff members for more information at 651-228-1855, by emailing info@summit-u.com, or by stopping by our office at 627 Selby Ave Suite A, Saint Paul, MN

55104. For more information about the work of the Council, visit our website at www.summit-u.com.