



northern penobscot
activities council

Board of Directors
Recruitment Packet and Job Description

Northern Penobscot Activities Council

PO Box 654

Lincoln ME 04457

npactivitiescouncil@gmail.com

About NPAC!

NPAC HISTORY

NPAC MISSION STATEMENT

The Northern Penobscot Activity Council (NPAC) is committed to providing and supporting opportunities to the youth and residents of the region through education, outreach, personal and community development.

We are a community-based organization established to serve the greater Penobscot County area to connect youth, seniors & families to their community with program & resources that include but are not limited to academic tutoring, computer literacy, arts classes, career skill building and community recreation programs.

Our goal is to have a community outreach center and to partner and collaborate with established organizations, and programs to offer a variety of programs

NPAC VISION

Opportunities to improve life quality will increase for all community members throughout the Northern Penobscot Region as NPAC carries out its Mission

Board Purpose:

The Board supports the mission and work of NPAC and provides mission-based leadership, strategic governance, and fiduciary oversight for the organization.

Board Director Responsibilities:

1. Engage in long-range organizational planning and strategic development
2. Review and approve annual budget, audit, and financial reports
3. Review organizational corporate compliance and risk management practices, as well as quality improvement/outcome monitoring initiatives
4. Represent NPAC to stakeholders; acts as ambassador and advocate for the organization
5. Assist in the recruitment of new Board members
6. Select, evaluate, and review compensation for the Community Outreach Developer and Executive Director when applicable.
7. Ensure that the organization has adequate resources by participating in fundraising activities.
8. Develop policies, procedures and job descriptions.
9. Review Board materials and attend and participate in monthly Board meetings
10. Serve on committees or task forces and take on special assignments
11. Assess the Board and individual performance

Board Terms:

1. Board meetings occur monthly on the 4th Tuesday of each month from 5:15pm—6:15pm in the conference room at Treeline, Inc located at 35 Access Rd. in Chester unless otherwise notified.
2. Board members shall be elected at the annual meeting or prior if positions need to be filled due to vacancy. Each director shall serve a term of 2 years or until a successor has been elected and qualified. (By Laws; Article II section 2)
3. Board members may miss no more than 4 meetings within a 12-month period
4. Typical time commitment for a Board member averages 6-8 hours per month (Board meetings, subcommittee meetings, prep, learning/advocacy/events)

Board Member Qualifications

This is an extraordinary opportunity for an individual who is passionate about NPAC's mission and who has a track record of leadership within the communities served by NPAC. Selected Board Members will have achieved commitment to the community values that NPAC champions. His/her accomplishments will allow him/her to attract other highly committed, well-qualified and high-performing Board Members.

Ideal candidates will have the following qualifications:

- Experience at getting things done at work, at home or within the community.
- Experience at leading groups of people in various settings.
- Experience regarding executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector is a plus, but not essential.
- A commitment to and understanding of NPAC's beneficiaries, preferably based on experience.
- Good communication and diplomatic skills, along with a natural affinity for cultivating relationships.
- Good skills regarding persuading, convening, facilitating, and building consensus among diverse individuals.
- Personal qualities of integrity, credibility, and a passion for improving the lives of NPAC's beneficiaries.

Service on NPAC's Board of Directors is without remuneration.

The Selection Process

Interested candidates should submit a completed Board of Director's Application via email at nactivitiescouncil@gmail.com Or by mail to: NPAC PO Box 654 Lincoln ME 04457

Top candidates will be interviewed by the President and Board Development Committee members

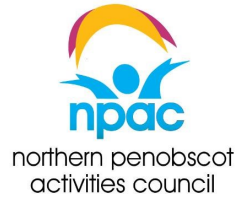
Nominations will be made to the Board of Directors for election at the December meeting—or prior if due to open vacancy mid year. Candidates will be notified of the result immediately following this process.

Board Member Application

NPAC

PO Box 654

npactivitiescouncil@gmail.com



Name: _____

Phone: _____ Email: _____

Mailing Address: _____ City _____ Zip _____

Occupation and employer: _____

Why are you interested in joining our organization?

What personal skill or strength of yours do you think would benefit our organization?

Do you have a committee you'd like to serve on or a particular area of interest?

What other volunteer commitments do you currently have?

Have you served on other nonprofit organization boards? If so, please list: them and any offices you held:

The NPAC board meets once a month on the third Tuesday at 5:30 pm. Do you see any scheduling problem that might affect your attendance?

For Board Use Only

__ Nominee was referred by _____.

__ Nominee was mailed an application packet. Date _____

__ Nominee had a personal meeting with chief executive, board chair, or other board member. Date _____

__ Nominee's application was reviewed by the nominating committee. Date _____

__ Nominee was interviewed by the board. Date _____

Action taken by the board _____