

Communities In Schools of Peninsula (CISP) Affiliate Board Member Position Description

Title:	Member, CISP Affiliate Board
Purpose:	The CISP Affiliate Board will engage young professionals and future leaders to expand and create knowledge of CISP programs within the community, to secure funding and other resources for CISP, and to develop relationships with others in the community to enrich one's personal and professional life.
Term:	Two years. May serve two consecutive terms.
Participation Expected:	An Affiliate Board Member is any young professional (up to 45 years of age) members are expected to attend Affiliate Board meetings and participate actively. Members are required to attend: a minimum of six out of twelve Affiliate Board meetings (50%) per year, one CISP event per year (in addition to the birthday bash), and one visit to a CISP school site to achieve a better understanding of our personnel and programs. Excused absences may be granted at the discretion of the Affiliate Board Chair. (Note: A minimum, realistic monthly commitment of two hours should be anticipated).
Responsible To:	CISP Affiliate Board Chair, Affiliate Board Advisor and accountable to membership of the Affiliate Board.
Resignation:	In writing to the Chair, Vice Chair or Advisor of the CISP Affiliate Board.
Authority/Limits	Has the authority to carry out the job described. May not obligate the Board or members thereof to any affiliation or action without specific approval and proper coordination.
Affiliate Board Duties and Responsibilities	<ul style="list-style-type: none">• Understand the CISP mission, goals and objectives.• Advocate for CISP, for its mission, and for students who need additional support and their families.• Attend meetings regularly, prepared to discuss agenda items and prepared materials.• Recruit CISP volunteers and supporters.• Represent CISP at community events and to other organizations and with private individuals as assigned.• Look for opportunities to further the mission and heighten the profile of CISP within the community.• Become a financial supporter of the CISP Board Campaign, making an annual contribution appropriate to your personal circumstances.• Actively participate in the organization and execution of an annual CISP Affiliate Board fundraising event.• Assist CISP Board with resource development, including:<ul style="list-style-type: none">○ Provide names of friends and business associates to add to the potential donor database○ Cultivate and evaluate prospects for various levels of giving○ Provide introductions to prospective donors• Strongly consider serving as a mentor to a student.

I understand the expectations, obligations and specific duties described above for being a Communities In Schools of Peninsula (CISP) Affiliate Board Member.

By signing this document, I agree to fulfill all required responsibilities as a CISP Affiliate Board Member to the best of my abilities.

CISP Affiliate Board Member

Date

CISP Affiliate Board Chair

Date

CISP Executive Director

Date