



## Board of Directors Job Description

The Board Member is one of Nine Directors. The Board member is elected at large and serves as a representative of the CTC community. The Board of Directors has fiduciary responsibility of the corporation and sets overall policies for the operation of CTC with the community in mind. The primary purpose of the policies is to address the needs and best interests of the entire CTC community in such a way that builds a vibrant, welcoming community and complies with the requirements of the owner.

### Duties

#### **Organizational Management**

##### ***Board Governance Administration***

1. Prepare for Board and committee Meetings by whatever study and preparatory work are necessary to deliberate intelligently with co-Directors.
2. Attend all Board Meetings, and additional Meetings, as assigned, unless excused
3. Be respectful of other members and the Meeting process, by being seated at the prescribed Meeting starting time.
4. Execute Board assignments on time.
5. Maintain confidentiality and security regarding CTC information.
6. Contribute positively to Board discussions, assisting the Board in reaching conclusions, speaking with one voice.
7. Acquire a working knowledge of those functional activities for which the Board member has committee assignments.
8. Be alert to community issues and opportunities and assist the organization on specific programs when requested.
9. Reveal conflict of interest as they arise in Board deliberations and abstain from Board vote on such matters.
10. Attend and participate in the Annual Board orientation and training sessions.

##### ***Relationship to Management Staff***

1. May provide input to the Executive Committee on Board business that the President conducts with the General Manager.
2. Establish working rapport with the General Manager to be informed of management issues at Board Meetings. Board members do not entertain management business, outside of the Board Meetings, unless enlisted by the General Manager for information and advice.

##### ***Planning Administration***

1. Actively participate in a Board-Management facilitated process to develop long range plans and Annual goals and outcomes for CTC.

### ***External Relations Administration***

1. Understand the relationship of the Board to the University of Minnesota housing representative.
2. Understand and be aware of the benefits of the relationship with other cooperative organizations such as NASCO.

### **Member Services**

1. Be an ambassador to the community by continually educating members on the benefit of a cooperative.
2. Be in tune and listen to member wishes for the community in order to evaluate and make policies that are in the best interest of the community as a whole.

### **Financial Management**

1. Works collaboratively with Board members to assure that the Annual operating budget is approved, and presented to the U of M within the expected timeframe.
2. Review monthly financial reports to be aware of the financial status of the cooperative.
3. As needed, at Meetings, present financial concerns and questions to the General Manager and/or the F&O Committee.

### **Skills and Abilities Needed**

- Desire to actively work with other Board members for the betterment of the CTC community.
- Ability and willingness to function as a member of a team and part of a deliberate group.
- Ability to conceptualize.
- Ability to maintain objectivity and carefully weigh various factors while keeping in mind the primary mission of the cooperative.
- Ability and willingness to use discretion in treating confidential information.
- Commitment to devote the required time and effort needed.
- Ability to develop a productive relationship with management.
- Ability to work with other Board members.
- Ability to understand roles and responsibilities and to work within the prescribed line of authority.

### **Qualifications Required**

- Must be a member of CTC.
- Must be an eligible University of Minnesota student or professional in training or spouse of a student or professional in training.
- Honesty, integrity, and sound moral character.
- Sense of justice and fairness.
- Willingness to uphold CTC's mission and values.

### **Terms of the Position**

- Elected by the members for a term of two years at an annual meeting.
- The maximum term limit is three years.