



# Kachemak Kids

Early Learning Center

## KKELC Board Member Job Description

KKELC Mission: To provide a safe, nurturing, cooperative-style preschool and child care program that strengthens families through the education of parents and staff.

### Roles and Responsibilities:

1. Define, keep relevant to the community, and oversee the KKELC mission.
2. Provide strategic guidance to KKELC.
3. Ensure financial solvency.
4. Help raise funds and other resources.
5. Select, support, and evaluate the KKELC executive director.
6. Strive for continuous board improvement.

I understand that as a KKELC board member I have the following commitments:

- Attending monthly board meetings.
- Chairing at least one standing or ad hoc committee.
- Serving on a committee to organize one fund-raising event.
- Reading the materials sent to the board and coming prepared to board and committee meetings.
- Becoming sufficiently knowledgeable about KKELC and its operations to make informed decisions.
- Actively working toward decisions and solutions that are in the best interests of the KKELC.
- Holding KKELC to a high standard of performance.
- Participating in scheduled retreats for strategic planning and/or board training.
- Respecting the confidentiality of the board's business.
- Making an annual monetary gift in an amount that is personally significant.
- Seeking opportunities to advocate for KKELC and quality childcare in our community.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return signed and dated statement to the KKELC Board Chairperson.