



JASPER, MARION & POWESHIEK (JMP)

EARLY CHILDHOOD IOWA AREA

Board Member Job Descriptions

Full Board Responsibilities

- **Interpret the scope of responsibilities of the Early Childhood Iowa Area (ECIA) as set by Iowa Legislation**
- **Establish the mission of policies to support the legislative intent;**
- **At a minimum, administer funds from the state;**
- **Ensure that interest on earnings from the Early Childhood Iowa funds be used for services in the community plan;**
- **Award contracts and request funding proposals;**
- **Develop and implement the community plan with identified priorities, based on community assessments, which address human service, education and health needs to support the children and their families to reach desired results;**
- **Evaluate the outcome of community plans;**
- **Assure wide community input as part of all procedures by forming standing communities, task groups and focus groups;**
- **Assign tasks to committees as appropriate;**
- **Ensure that the annual report is submitted each fiscal year by September 15 to the Early Childhood Iowa State Board and to local governing bodies in the ECIA;**
- **Develop a plan to continue community efforts to support children and their families within the ECIA;**
- **Monitor the quality of the organization's programs and services;**
- **Assume other responsibilities established by law or administrative rule;**
- **Use data to make informed funding decisions.**

Individual Board Member's Responsibilities

- **Attend all meetings of the Board, including assigned committees and task forces. Notify the Board Chairperson of any absences in advance, if possible.**
- **Thoroughly review the agenda and all background support material and come to all meetings prepared to contribute to the discussion of issues and business to be addressed.**
- **Consider serving on at least one committee.**
- **Represent the area board in a positive and supportive manner.**
- **Keep the board chairperson informed about any community concerns or issues that are relevant to this board.**
- **Recognize conflicts of interest between position as a board member and personal and professional life. If such a conflict does arise, declare that conflict before the board and refrain from voting on matters in which a conflict exists.**
- **Assist in recruiting new board members.**
- **Enhance the organization's public image.**

JMP Early Childhood Iowa Area Board

Membership Application

The JMP Early Childhood Iowa Area is a state appropriated program that provides funding in Jasper, Marion and Poweshiek counties annually for early childhood programs that serve children ages 0-5. More information can be found on the JMP webpage at <http://greaterpcf.org/jasper-marion-poweshiek-jmp-early-childhood-iowa-area/> or by contacting the JMP Director Amy Blanchard at amy@greaterpcf.org or by telephone at 641-236-5518.

Prospective Board Member Profile

Date _____

Contact Information		
Name	_____	
Home Address	_____	
Home Phone	_____	Cell Phone _____
Email Address	_____	
Education		
What is the highest level of education you have completed? _____		
Degree/Area of Study: _____		
Previous Board Experience		
Please indicate any boards you are currently serving on or have served on in the past, with dates of service:		
Have you completed any board education or service training?		
Interests		
<i>Please select up to five causes that you'd like to support as a board member. Rank your choices in numerical order according to your level of interest, "1" being top priority, up to a "5" being the lowest priority.</i>		
___ Arts/Museum	___ Early Childhood	___ Literacy
___ Animal Rights	___ Environmental	___ Mental Health
___ Children/Youth	___ Health Care	___ Recreation
___ Civic/Community	___ Historical Preservation	___ Senior Services
___ Disabilities	___ Homeless/Emergency	___ Substance Abuse
___ Education	___ Housing Development	Other: _____
If there is a specific nonprofit you would like to work with, please list it here: _____		

Skills Inventory

	No experience	Some experience	Significant experience
Advocacy/Governmental Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business or Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications <i>public relations, public speaking, marketing</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diversity Issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance and Accounting <i>Auditing, book keeping, budgeting, financial planning</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising <i>Event planning, grant writing, major gifts, planned giving</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources Benefits, talent management, personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization Development <i>Program planning, evaluation, strategic planning</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outcome Measurement/Statistical Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training and Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteer Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activities

Would you be comfortable being placed on a board where fundraising is required by board members?

No Yes

Comments (optional): _____

Availability

About how many hours per month can you devote to board service? (Please note: boards vary greatly in their requirements as to number of meetings and other obligations)

Additional Comments

Release of Information

I understand that the JMP Early Childhood Iowa Area Board will review this profile. The submission of this profile does not guarantee placement.

Signature of Applicant

Date

Please return this completed form to

JMP Early Childhood Iowa Area
PO Box 344