

**Main Office:**  
3963 Three Mile Road  
Traverse City, MI  
49686-9164

**Satellite Office:**  
2202 Mitchell Park, Suite 4  
Petoskey MI 49770

**Satellite Office:**  
1640 Marty Paul  
Cadillac MI 49601

phone (231) 947-3780  
(800) 632-7334  
fax (231) 947-4935

(231) 347-9070  
(800) 443-5518  
fax (231) 347-3664

(231) 775-9781  
(800) 443-2297  
fax (231) 775-1448



## NMCAA Board Member Job Description

***Board members provide governance of Northwest Michigan Community Action Agency Inc. (NMCAA), a private non-profit 501c3 corporation serving Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Missaukee, Roscommon and Wexford counties in northwest lower Michigan. NMCAA's Board of Directors is comprised of 30 members representing three different population sectors, Public, Private and Low Income.***

### Duties:

1. Demonstrate a strong belief and commitment to NMCAA's mission.
2. Devote the necessary time to prepare for and participate in Board and or Board Committee Meetings.
3. Exhibit high ethical standard and integrity in all Board actions.
4. Be an enthusiastic advocate for NMCAA's administration of its mission and programs.
5. Be willing to attend trainings to enhance Board expertise.
6. Ability to work as a team member with a 30 member Board for the betterment of NMCAA.
7. Commit to attend regularly scheduled Board of Director meetings
8. Willing to assist as needed in NMCAA fundraising efforts.
9. Become familiar with the NMCAA Communications & Development Plan and utilize the Ambassador Toolkit
10. Willing to recruit new Board Members as needed.
11. Knowledgeable of fiduciary responsibility of a non profit corporation.

### Qualifications:

Education level to understand basic written/verbal requests.

Possess good communication skills.

Low-Income Sector members must be either qualify according to CSBG low income guidelines or represent a low income organization, neighborhood or community group.

Public Sector members must be elected officials or their designee.

Private Sector members may be from private or public business, industry, or the community at large.

### NMCAA's Mission Statement

**Helping people by linking services, resources, and opportunities.**



**northwest michigan community action agency**

[www.nmcaa.net](http://www.nmcaa.net)

a community action partnership