



NATIONAL COUNCIL FOR  
Community and Education Partnerships

## NCCEP Board of Directors

### Job Description

#### **Mission**

Building the capacity of communities to ensure that underserved students have the opportunity, skills, and knowledge to successfully pursue the education and training that will enable them to achieve their career and life goals. NCCEP's primary role is serving as the national association for the GEAR UP program serving as the voice of GEAR UP in Washington, DC and providing training and technical assistance to GEAR UP grantees.

#### **Service**

Prepare for and attend board meetings as scheduled (2 face-to-face meetings and 2 conference calls annually). In-person meetings are usually scheduled at NCCEP/GEAR UP annual conferences.

Attend standing committee meetings of which you are a member and participate on ad hoc committees if appointed (number of meetings varies).

Attend board strategic planning retreats (usually occurring every other year).

Attend and participate in NCCEP conferences and other special events when possible.

Assume leadership roles in board activities.

#### **Policy and Planning**

Participate in the development and establishment of policies through which the work of NCCEP is accomplished.

Ensure effective organizational planning by creating long-range strategic plans and reviewing and approving annual work plans.

#### **Finances**

Determine fiscal policies for NCCEP which will ensure long-term financial stability and integrity.

Review and approve an annual budget.

Ensure that periodic audits of the organization's finances are conducted.

Monitor finances regularly.

**Development**

As a symbol of the board’s commitment, each director is encouraged to make a personal financial contribution (of any size) to NCCEP or NCCEP initiatives (for example, the scholarship for the GEAR UP student of the year).

Understand and support NCCEP’s fund development plans.

Participate in fund development efforts when appropriate.

Use every opportunity to heighten the profile of NCCEP nationally.

**Personnel**

As a body, hire, fire, supervise, and evaluate the president and CEO.

**Community**

Represent NCCEP in a positive and supportive manner to nonprofit organizations, the public and other stakeholders.

Identify stakeholder interests and build stakeholder investment.

**Evaluation**

Participate in the board’s periodic assessment of its own performance and recommend improvements in such areas as composition, orientation, tenure, retention and responsibilities.

**Integrity**

Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest; or information of fact that would have significance in board decision-making.

Exercise the powers invested for the good of all members of the organization rather than for personal benefit, or that of the entity you represent.

Maintain the confidentiality of board processes and issues.

Respect the diversity of opinions as expressed or acted upon by the board, NCCEP and GEAR UP community, and formally register dissent as appropriate.

Be aware of ethical issues and act in an ethical manner.

Promote collaboration, cooperation, and partnership among NCCEP’s partners including the GEAR UP constituency.