
Anchors Aweigh Club, Inc. (AACI) Board of Directors

An overview for current and prospective members of AACI Board of Directors

The Board of Directors of AACI serves to set policy and govern the organization. Members shall serve for a maximum of two (2) consecutive 2-year terms.

During membership, members are expected to be active participants of the board making a commitment to serve in the following capacities:

1. Regularly attend meetings of the board of directors
2. Participate in board education and/or orientation to ensure understanding of the key strategies of the organization.
3. Contribute annually to Nonprofit organization through personal financial contribution or services in-kind.
4. Assist the development committee with development efforts by soliciting donations from individuals, corporations and/or foundations.

While the current bylaws do not required board members to serve on a board level committee, this Nonprofit organization does use committees and task forces to conduct its work and it is expected that board members, during their tenure, will participate in these to support the work of the organization.

Values & Expected Behaviors

- Ability to be a team player
- Recognizes that trust is important among fellow board members and management
- Functions as a constructive member of a deliberative body, including ability and willingness to engage in constructive conflict and dialogue
- Demonstrates integrity and the absence of undisclosed conflicts of interest or “hidden agendas”
- Objectivity, willing to consider all sides of issues

Skills, Knowledge and Experience

- Good verbal communication skills, including listening skills
- Understands the organization’s Mission, Vision and Values
- Understands the difference between Board’s role as policy-making body and management’s role in operations, and in executing Board policy
- Understands the key strategies of the organization

Diversity

- Contributes to ethnic or gender diversity of the Board
- Contributes to 12 step program diversity
- Ability to bring new insight to the Board

Serving as Anchors Aweigh Club, Inc. Board Member

Members of the Board of Directors perform one of the most important and most involved volunteer functions for AACI. Members use their extensive knowledge and experience to guide the organization, helping it to improve the lives of people in the community. Board Membership is a great honor and a large responsibility – it demands both a commitment of time and a great deal of care, concern and dedication for the community.

AACI works through a structure consisting of a Board of Directors, Executive Committee, Committees, Subcommittees, Task Forces and a Development Team. This structure allows for the division of labor, expedites the work of the Board by delegating responsibility and removing routine tasks from monthly Board consideration, utilizes the specific talents and knowledge of individuals outside the Board and increases the opportunity for participation in the overall processes of the organization.

ROLE OF THE BOARD OF DIRECTORS

The Board of Directors has many responsibilities as outlined in the bylaws. In broad outline, these are:

- To act as trustee of AACI on behalf of its members, donors and/or funding sources
- To determine goals and objectives
- To establish policies, other general guidelines and limits for operation
- To employ and evaluate the Club Manager
- To elect standing committee members and chairpersons annually upon the recommendation of the Nominating/Governance Committee
- To approve the operating budget
- To assist with development for the organization.
- To approve the annual fundraising and fund development goal
- To approve annual allocations to agencies
- To be accountable legally for all aspects of AACI 's operation
- To authorize programs sponsored by AACI
- To evaluate the results of AACI 's operation

Board Member Position Description

Title: Anchors Aweigh Club, Inc. Board Member

Reports to: Board Chair

General Responsibilities:

To be a member of the chief policy making body of the corporation, to provide leadership and guidance, to manage the activities of the organization and to set policy. Attends Board of Directors meetings on a regular basis and serves on a committee or task force depending on interest, skill and available time. Reads Board materials and stays current on AACI activities.

Time Commitment:

The time commitment is dependent upon the level of individual involvement and committee participation. Required attendance at board meeting is outlined in the bylaws.

Key Responsibilities:

- To act as trustee of AACI on behalf of its donors and/or funding sources.
- To help determine goals and objectives.
- To participate in the establishment of policies and other general guidelines and limits of operation.
- To authorize programs sponsored by AACI.
- To evaluate the results of AACI 's operations.

Tasks:

To set policy and guide the efforts of hundreds of concerned community volunteers toward the accomplishment of AACI objectives.

Relationship to Staff:

Although there are many similarities between AACI and for-profit business operations, there is a unique difference because we must motivate people to voluntarily contribute their resources of time and money. Because of these differences, the professional staff, which is involved day to day with AACI, needs to be involved in planning. In general, the Board and Board Chair are responsible for overseeing the organizational activities throughout the year in accordance with organizational work plans and schedules. The Club Manager is responsible for the operational aspects of the organization, provides continuity, and supplies knowledge about issues of concern, human resources, AACI principles and techniques and technical support services. The Club Manager assists in determining policy and procedures; is present as an informational resource at meetings' provides research and analysis of past efforts and communicates informed views.

By handling a great deal of the detail work, the Club Manager and staff help minimize the amount of time required of the Directors, thus enhancing their effectiveness.

Excerpt from the Bylaws relative to the Board of Directors

ARTICLE VI
THE DIRECTORS

Section 6.1 TERM OF OFFICE - Directors shall serve for a maximum of two (2) consecutive 2-year terms.

Section 6.2 ATTENDANCE – Attendance at board meetings is required. Three (3) absences from board meetings per year without prior notice to the organization will be considered a resignation from the board. If such a member requests reinstatement within two (2) months, the Board, at its pleasure, may reinstate the seat, though this provision may not be used for any member more than one (1) time per term.

Section 6.3 REMOVAL - Failure to attend three (3) consecutive regular board meetings in any fiscal year shall be grounds for removal.

Section 6.4 VACANCIES - The Board may fill any vacancy occurring on the Board. A person so elected will hold office for the balance of the term of the person replaced.

Section 6.5 COMPENSATION - Directors shall receive no compensation.