

# **NATIONAL DROPOUT PREVENTION CENTER/NETWORK GUIDELINES FOR BOARD MEMBERS**

## **Center/Network Mission Statement**

The mission of the National Dropout Prevention Center/Network is to assist in reducing the number of youth dropping out of school by linking research and practice and by providing the most current information about dropout prevention to educators, policymakers, community, business, labor groups, parents, and other concerned persons.

## **Center/Network Philosophy**

We believe:

- that the strength of our society is based upon the strength of our public education system;
- that the intellectual growth and development of every individual is the mission of public education;
- that every individual has the right to an education that is responsive to his/her needs;
- that the public education system must be responsive to the full range of needs, abilities, and interests of children, youth, and adults;
- that in order to be responsive, the public education system should be designed to meet the needs of youth in high-risk situations;
- that the needs of children, youth, and adults can best be met through a strong cooperative linking of education, government, business, labor, and other community institutions;
- that the personal qualities of caring, consistency, and cooperation are essential to providing a positive experience for each student.

## **Center/Network Board Members and Officers**

A 25-member Board, representing groups listed in the Center/Network Mission Statement, shall be elected from the Center/Network membership. Board members shall serve a term of three (3) years. Terms of office shall commence on January 1 following election. The Executive Director of the National Dropout Prevention Center shall serve as a member of the Board.

The Board shall elect from its membership the following officers to serve terms of two (2) years: Chair, Vice Chair, Secretary, and Treasurer.

Should a vacancy occur, the Board may invite a current Center/Network member to serve in that vacancy.

## **Powers of the Board**

All of the powers, duties, and objectives of the Center/Network shall be possessed and may be exercised by the Board.

It shall be the duty of the Chair to serve as the principal officer of the Center/Network, to preside at all meetings, to appoint and charge all standing and special committees, to represent the Center/Network to the public and various organizations and agencies, to prepare meeting agendas, and to perform other related duties as may be assigned by the Board.

It shall be the duty of the Vice Chair to assist the Chair in fulfilling the responsibilities of that office and to serve as Chair in absence of the Chair.

It shall be the duty of the Secretary to record and distribute the minutes of meetings of the Board and the Center/Network and to maintain the official records of the Center/Network.

It shall be the duty of the Treasurer to receive and disburse funds for the Center/Network, or oversee these services, and to maintain the financial records of the Center/Network in accordance with prudent management and fiscal policies.

### **Basic Commitment of Board Members**

When individuals agree to serve on the Center/Network Board, there are several basic commitments that each person should be willing to make:

- to attend and to participate in all of the board's meetings; and serve actively on at least one board committee;
- to provide financial support to the organization within your capability to do so;
- to act with the best interests of the Center/Network membership during discussions and decision making.

### **Major Responsibilities of Board Members**

Each Center/Network Board member accepts an appointment for numerous corporate or personal reasons, however, these are fundamental areas for which any governing board is responsible. The major responsibilities are:

- develop strategic program and fiscal management plans;
- develop policies for program implementation, public relations, and evaluation;
- select new members with regard to their skills and program interests; and
- evaluate the performance of the executive director and staff.

### **Specific Commitments of Center/Network Board Members**

Accepting an appointment as a member of the Center/Network Board requires each Board member to commit to these expectations.

- attend a minimum of two-thirds of called meetings;
- promote Center/Network membership, participation in Center/Network programs, and provide information about the dropout issue to other professional organizations and contacts;
- secure in-kind contributions and/or raise funds for Center/Network activities;
- secure funds from own organization to support related travel costs to Board meetings and Center/Network functions.

Sources: *The Nonprofit Board Book*, (1985), Earl Anthes, Jerry Cronin, & Michael Jackson, Eds., Hampton, AR: Independent Community Consultants, Inc.; and *Board Leadership and Governance*, (n.d.), Jill Muehrcke, Ed., Audrey Mattison, Contributing Ed., Madison, WI: The Society for Nonprofit Organizations.

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