

Sun City PRIDES, Inc
Board Member JOB DESCRIPTION

MISSION STATEMENT: The mission of the PRIDES is to assist Maricopa County, Arizona in keeping Sun City, Arizona a clean and beautiful place to live and work.

POSITION PURPOSE: Provide the organization with leadership that assures the fulfillment of its mission and enable the volunteers of the PRIDES to carry out their responsibilities effectively, with personal satisfaction for their contribution to their community.

POSITION RESPONSIBILITIES:

1. Attend and participate in Board and Member monthly and special meetings.
 - a. Three consecutive unexcused absences may result in automatic removal from the Board.
 - b. Members should notify the President at least 24 hours prior to an anticipated absence.
2. Serve as eyes and ears between the community and the PRIDES and bring appropriate mission related issues to the attention of the Board for decision and action.
3. Read the Articles of Incorporation, the Bylaws, and the Chronological Record of Board Actions by the Board member's second meeting.
4. Read the following by Board member's second meeting:
 - a. Policy and Procedures
 - b. Member handbook
 - c. Board member job description
 - d. Previous year Board minutes
5. Act as a liaison between the Board and PRIDES committees and membership
6. Represent PRIDES as requested at Sun City functions.
7. Serve on one Board committee (as specified by Bylaws) and report issues to the Board for decisions and action.
8. Keep Director binder up to date and surrender to the Vice President at conclusion of term.
9. Additional information and responsibilities:
 - a. Your term is for two years. When this term is completed, you may be elected to a second term of two years and a third term of two years following that.
 - b. Officers serve for terms of one year and may be re-elected for as many years as they are duly elected Board members.
 - c. Board meetings are held after the Membership meetings on the FIRST SATURDAY of each month. The meetings are generally held at the Bell Recreation Center Social Hall.
 - d. Membership meetings are scheduled from October through May. Board meetings are scheduled from October through May as well.

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- e. Special meetings of the Board may be called by the President or any Board member providing that the Bylaw procedures for calling special meetings have been followed. Any other meetings are unofficial, and decisions or actions taken are invalid and may be illegal.

- f. The Executive Committee is comprised of the President, Vice President, Treasurer and Secretary. The Executive Committee is responsible for the overall operation of the organization and the actions of the Board.

- g. Board members may be assigned to PRIDES committees to act as liaisons between the Board and the committees.