

**Title: BOARD MEMBER JOB
DESCRIPTION
Effective: September 2019**

Page 1 of 2

TITLE:

Member, SkillsUSA South Carolina, Inc. Board of Directors

REPORTS TO:

Chair, SkillsUSA South Carolina, Inc. Board of Directors

BASIC FUNCTION:

As representatives of the public, be the primary force promoting SkillsUSA South Carolina, Inc. to the realization of its opportunities for services and the fulfillment of its obligations to all its constituencies.

DUTIES, RESPONSIBILITIES AND AUTHORITY:

A Board member must have a good working relationship with association staff and its members. In addition, the Board member must be aware of the importance of public opinion and have the ability to promote the process and value of students preparing for entry into the labor market. The ability to delegate authority while retaining responsibility is most important. The Board member must have the ability to represent all members of the association and not just a section or state that he or she represents.

Planning

- Approve SkillsUSA South Carolina's philosophy and review management's performance in achieving it.
- Annually assess the ever-changing environment and approve SkillsUSA South Carolina's strategy in relation to it.
- Annually review and approve SkillsUSA South Carolina's plans for funding its strategy.
- Review and approve SkillsUSA South Carolina's long-range financial goals.
- Annually review and approve the SkillsUSA South Carolina budget.
- Approve major policies guiding SkillsUSA South Carolina.

Organization

- Elect, monitor, appraise, advise, stimulate, support, reward and, if deemed necessary or desirable, change top management. Regularly discuss the Executive Director matters that are of concern to him/her or to the Board.
- Be assured management succession is properly being provided.

Organization (contd.)

- Be assured the status of organization strength and manpower planning is equal to the requirements of the long-range goals.
- Approve appropriate compensation and benefit policies and practices.
- Propose potential board members to fill vacancies as needed.
- Annually review the performance of the Board and take steps (including its composition, organization and responsibilities) to improve its performance.

Operations

- Review the results achieved by management as compared with SkillsUSA South Carolina's philosophy, annual and long-range goals and the performance of similar institutions.
- Be certain the financial structure of SkillsUSA South Carolina is adequate for its current needs and its long-range strategy.
- Provide candid and constructive criticism, advice and comments.
- Approve major actions of SkillsUSA South Carolina such as:
 - --Capital expenditures on all projects over authorized limits; and
 - --Major changes in programs and services.

Audit

- Be assured the Board and its committees are adequately and currently informed through reports and other methods on the condition of SkillsUSA South Carolina and its operations.
- Be assured published reports properly reflect the operating results and financial condition of SkillsUSA South Carolina.
- Ascertain management has established appropriate policies to define and identify conflicts of interest throughout SkillsUSA South Carolina and is diligently administering and enforcing those policies.
- Review compliance with relevant laws reflecting the institution.

QUALIFICATIONS:

Meet the requirements of the Bylaws of SkillsUSA South Carolina, Inc.