

**Junior League of Fort Collins
Board of Directors
Governance Director Success Map**

The Governance Director serves as the Secretary of the organization, keeps essential records and the minutes of the League and Board meetings and all membership records of the League and the Association; and with the President, signs all contracts and obligations authorized by the Board, councils and committees. The Governance Director is also responsible for preparing the slate for the Board of Directors to ensure the effective governance of the Junior League of Fort Collins. This includes educating members about the nominating process and available leadership positions. This position also facilitates Association of Junior Leagues International (AJLI) conference applications, attendee selection, and the corresponding budget.

Key Responsibilities:

- Serves as a member of the Board of Directors, with voice and vote, and carries out the League Bylaws; ensures that the League is in compliance with all legal regulations, rules and ethical standards; maintains its accountability to the community; and operates for the public good;
- In collaboration with the Treasurer, confirms annual dues fulfillment to maintain accurate membership records;
- Maintains an accurate membership list and officers list for the Association of Junior League International, including updating all new members, transfers, resignations, reinstatements and changes of name, address or League status in the AJLI Member Essentials database;
- Communicates membership changes (transfers, new members, resignations, etc.) to the Board to cascade to committee chairs as needed;
- Works with the Marketing Committee to ensure New Members are added to email communication lists and the EVP-Elect to ensure Transfer Members are welcomed;
- Records minutes at General Membership Meetings and Board Meetings and publishes as appropriate;
 - Accurately captures motions made and approved by the League membership and Board;
- Leads the Nominating Committee and together slate the Board of Directors and fills vacancies that arise during the year;
- Informs members of upcoming leadership position openings and communicates the responsibilities of each position;
- With the Nominating Committee, reviews applications, references and conducts interviews;
- Presents the final slate to membership at least 30 days before its vote;
- Informs members of upcoming AJLI conference opportunities, gathers applications from membership to attend and, with the Nominating Committee, selects conference attendees;
- Maintains records including applications and leadership conference attendees.

For additional information about this position or the application process, please contact the Governance Director at nominating@jfortcollins.org.

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Key Skills: Communication, collaboration, organization, detail orientation, membership recruitment/retention, strategic thinking, delegation, ability to maintain confidentiality, ability to manage budget.

Length of Term: Two years

Key Relationships: Board of Directors; Nominating Committee, EVP-Elect, and Marketing Committee Chair

Required Qualifications: Must be an active member in good standing.

For additional information about this position or the application process, please contact the Governance Director at nominating@jlfortcollins.org.