



Board of Directors Job Description and Expectations

CCS Purpose: To provide support to families and individuals in need by providing assistance and linking them with resources that will enable them to become healthier in mind, body, and spirit.

CCS Objectives:

1. Provide food to meet the short-term needs of hungry people.
2. Provide clothing and personal care items of families.
3. Provide opportunities and resources that will teach people how to create their own healthy and balanced lifestyle.
4. Provide opportunities and resources for medical care.

Board Authority: The management of the affairs and business of Clive Community Services shall be vested in a Board of Directors.

Elections: Board member positions are filled by invitation to those in the community that are in agreement with the purpose and objectives of Clive Community Services.

Terms: Board members serve two year terms and may be elected for consecutive terms.

Functions: The Board of Directors shall determine the policy and manage the property and affairs of the organization to fulfill the purpose and objectives.

Meetings: Meetings take place the second Wednesday of February, April, June, August, October and December at 11:30 AM at Middendorf Insurance in Clive. A quorum of four members must be present to have an official meeting and make decisions.

Attendance: Members are expected to attend at least fifty percent of regularly scheduled meetings. Absences must be communicated to a board officer. Members can be removed for absence according to the bylaws. Our board members are working board members, participating in the organization's activities or committees.