



NEMCSA Board Member Job Description

Northeast Michigan Community Service Agency, Inc. (NEMCSA) is a private non-profit corporation serving Alcona, Alpena, Arenac, Cheboygan, Crawford, Iosco, Montmorency, Ogemaw, Oscoda, Otsego, and Presque Isle in Northeast Lower Michigan. NEMCSA's Board of Directors is comprised of 33 members representing three different population sectors: Public, Private and Low Income.

Duties and Responsibilities:

1. Develop thorough familiarity with core agency information;
2. Exhibit high ethical standard and integrity in all Board actions;
3. Ability to work as a team member with a 33 member Board for the betterment of NEMCSA
4. Exercise careful review of materials provided;
5. Make decisions based on sufficient information;
6. Maintain knowledge of all major actions taken by the agency.
7. Determine the procedures and rules for the Governing Board, subject to state administrative rules.
8. Commit to participate in regularly scheduled Board of Director meetings.
9. Be willing to attend trainings as needed or required.
10. Willing to recruit new Board Members as needed.

Qualifications:

- Education level to understand basic written/verbal requests.
- Possess good communication skills.
- Low-Income Sector members must either qualify according to CSBG low income guidelines or represent a low income organization.
- Public Sector members must be elected officials or their designee.
- Private Sector members may be from private or public business, industry, or the community at large.

NEMCSA's Mission Statement

Our mission at Northeast Michigan Community Service Agency (NEMCSA) is to provide quality programs and services to strengthen and enhance the self-sufficiency of individuals, families and communities through the best use of human and financial resources, focusing on those who are experiencing an economic hardship.