

GPCI Board of Director Position The Directors

POSITION FUNCTION/OVERVIEW:

The Grant Professionals Certification Institute (GPCI) Board of Directors is the policy-making body of the organization, and its members represent a broad cross-section of people and organizations interested in the grants profession. The purpose of GPCI is to strengthen the nonprofit sector's ability to pursue and maintain public and private sector funding by promoting competency and ethical practices within the field of grantsmanship. GPCI accomplishes its mission through the identification of grant professionals who display outstanding expertise and ethical practices as measured by a psychometrically valid and reliable assessment tool.

DUTIES:

It is the duty of directors to:

1. Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by the Bylaws;
2. Appoint and remove, employ and discharge, and, except as otherwise provided in the Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the corporation;
3. Assist with the selection of an individual to fulfill the responsibilities of GPCI's chief staff position; evaluate formally the performance of its chief staff member; and assent to, require, or initiate the dismissal of its chief staff member;
4. Assist with the supervision of all officers, agents and employees of the corporation to assure that their duties are performed properly;
5. Set policies relative to the credentialing process and program; ensuring conformity to NCCA standards;
6. Make all decisions regarding all aspects of the certification program, including but not limited to eligibility standards, and development, administration, and scoring of the assessment instrument.
7. Meet at such times and places as required by the Bylaws; and
8. Register their addresses with the Secretary of the corporation, and notices of meetings mailed or emailed to them at such addresses shall be valid notices thereof.

RESPONSIBILITIES OF BOARD DIRECTORS: ADVOCACY

1. Understands and endorses GPCI's Mission and committee activities and creates opportunities to promote the merits of the organization.
2. Participates in appropriate advocacy and education efforts related to mission and programs and represents the organization by making presentations to public officials, the media, and the grant professional community.
3. Participates in the recruitment, selection, and development of board, committee, and task force members.
4. Participates in GPCI's events throughout the year (i.e. test administration, conferences, strategic planning, scoring panels).

STEWARDSHIP:

1. Determines the organizations mission and vision through periodic strategic planning.
2. Ensures the organization effectively uses its resources to provide programs and services and the organization fulfills its fiscal and programmatic obligations to funders, donors, and constituencies.
3. Attendance at each regular or called Board Meeting. This involves committing to at least 2 hours every month for the meeting. Internet capability and regular communication with the Board of Directors and/or Board President is also required.
4. Provides consultative assistance related to the organization's operations and/or specific issues by serving on standing committees and ad-hoc task forces.
5. Accept the responsibility for representing GPCI when needed.

POLICY ADMINISTRATION:

1. Maintain the confidentiality of all Board Meeting discussions.
2. Adopts and keeps current Bylaws and Articles and ensures the organization operates within them.
3. When appropriate, selects, employs, and evaluates executive staff.
4. Offer suggestions on possible GPCI programs, operational improvements, policies, budget, and fund development.

RESOURCE DEVELOPMENT:

1. Actively participates in resource development and special events for the organization and makes financial contribution as required by board policy.
2. Participates in "friend-raising" efforts to identify and maintain a network of individuals who actively support the organization and assist in creating opportunities for resource development.
3. Assist the Institute with communication about its programs through their own personal contacts with other grant professionals.

FINANCES:

1. Assists with the establishment of appropriate fiscal policies and ensures compliance and ensures the establishment and implementation of appropriate financial controls.
2. Assists with the monitoring and approval of the annual budget and finances and authorizes expenditures outside the fiscal plan.
3. Authorizes and approves the annual audit and direct the review of a response to audit results.

OVERSIGHT:

1. Oversees the executive staff of the agency and administration of the organization (if applicable).