



Milton Family Community Center Board Membership

Frequently Asked Questions: Expectations for Board of Directors

Governing Board Member Responsibilities

Time Commitment: All Board members are expected to attend all board meetings and serve on a minimum of one Board committee. The total monthly time commitment is an average of four (4) hours per month. The term commitment is three (3) years.

Board Meeting Schedule: Regular Board meetings are the second Monday of every month, from 5:30PM to 7:00PM. Every meeting must have a quorum of 50% plus one. Board members who cannot attend a meeting must give prior notification to either the President of the Board or the Executive Director. Two consecutive absences without prior notification will be cause for dismissal from the Board of Directors.

Committees: In addition to monthly regular meetings, all Board members are required to serve on a minimum of one Board committee. Board committee meetings are scheduled by the committee chair person, and are typically once a month for one to two hours per meeting.

Development Committee: Oversee the MFCC Fund Development Plan and Public Relations Plan. Promote MFCC and all its programs to the general public so as to increase volunteer and financial support.

Finance Committee: Oversee the financial conditions of MFCC by reviewing the annual budget, cash flow projections, and profit/loss statements.

Infrastructure Committee: Plan and coordinate improvements to the physical space of MFCC, as well as identify and plan for ongoing regular maintenance and care of building.

Program Committee: Assess and review the process for monitoring and improving overall quality of programs and services, as well as identify and promote opportunities for program changes and improvements.

Legal Authority: The Board of Directors is the legal authority for MFCC. As a member of the Board, a Director acts in a position of trust for the community, and is responsible for the effective governance of the organization. All board members are required to:

Be knowledgeable about and uphold MFCC's by laws and policies.

Establish overall long & short term goals, objectives and priorities, in conjunction with the Executive Director, for MFCC in meeting the needs of the community.

Be knowledgeable about MFCC's programs, finances, and operations.

Monitor and evaluate the effectiveness of MFCC through a review of programs and services, with adherence to the eight Core Parent Child Center services.

Adopt a budget for the fiscal year.

Actively participate in MFCC fund development.

Promote MFCC and all of its programs.

Oversee the work of and receive reports directly from the Executive Director.

Conduct an annual review of the Executive Director.

Be aware of and abstain from any conflict of interest.

Ensure the organization has sufficient and appropriate human resources.

Ensure effective community relations.

About MFCC: Established in 1985, MFCC is one of fifteen Vermont designated Parent Child Centers, and a local hub of social service supports for individuals and families living in Milton and the surrounding towns. **Over 900 families and 3000 individuals every year benefit from the services and supports at MFCC.** Our programs include child care for children ages 6 weeks to 12 years, parent education, parent support groups, community play groups, home visits, concrete supports (ie. food shelf, emergency/holiday assistance, local E&D transportation), community development, and resource information & referral support.

MFCC Mission: We build strong communities by empowering individuals and families through innovative, quality services.

MFCC Goals:

To Strengthen Families

To Create Easier Access to Services

To Promote a Sense of Community Belonging

To Promote Positive Parent & Child Interactions

*Visit our website at www.miltonfamilycenter.org to learn more about MFCC programs and opportunities to get involved.