

Board of Directors Procedures and Development

- A. Application form Prospective: To be considered for a position on the Board of Directors for the Parents of Latin American Children, a volunteer will be required to complete an application form. Applications will be accepted via email to plac@lasemana.org prior to September 1 of each calendar year. The positions on the Board of Directors each have their own prerequisite requirements. The roles, time commitments and requirements for each are listed below. All Board of Director positions are elected by a majority vote of the current Board members.
- B. Interview/Screening Process: Prior to being elected to a position on the Board of Directors, applicants will be asked to meet with the current Board members for an interviewing process to ascertain their suitability for and qualification for that position. The interview/screening process will offer the Board members the opportunity to learn more about the applicant, and give the applicant the opportunity to learn more about the responsibilities required by a member of the Board of Directors.
- C. Number and Term of Office of Board members: The number of Board members will not be less than three, but may be more as determined by affirmative vote of a majority of the current Board of Directors. Board Officers will be President, Treasurer and Secretary. Directors will serve for at least one year, and through the adjournment of the meeting at which successor directors are elected, but not to exceed 8 consecutive years. The Board of Directors will elect directors to fill vacancies at the annual meeting of the Board of Directors, as described in Section 3.02 of Article III of the By-laws.
- D. Qualifications for Board members: Board members must be natural persons and of legal age. Board members may hold only one office on the Board of Directors per term. Board members must be actively involved in one or more of the Programs of the Parents of Latin American Children, and have served in a Level A leadership capacity for at least 2 years.

E. Board of Director Roles, prerequisite requirements and descriptions:

1. President: Serve as an Officer of the Organization. Have general active management of the business of the organization. Preside at meetings, Sign contracts and all other functions as described in Article IV Officers, Section 4.06 of the By-laws. And fulfill all qualifications as outlined in Section D above.
2. Secretary: Take minutes at meetings of the Board of Directors, and Planning Committee meetings. Give proper notice in advance of such meetings and all other functions as described in Article IV Officers, Section 4.07 of the By-laws. And fulfill all qualifications as outlined in Section D above.
3. Treasurer: Keep accurate financial records for the Organization, deposit funds and issue checks in the name of the Organization. Attend scheduled Board meetings. Oversee fundraising events, file tax statements and Annual Reports to the State of MN and all other functions as described in Article IV Officers, Section 4.08 of the By-laws. In addition to fulfilling all qualifications as outlined in Section D above, have accounting or general bookkeeping experience, and undergo a more thorough Background Check.
4. Compliance Officer: Ensuring that the Organization complies with all of its outside regulatory requirements and internal policies. Attend scheduled Board meetings. Act as contact person between the Organization and the MN Council of Non-profits. Must be detail oriented, and fulfill all qualifications as outlined in Section D above.
5. La Semana Representative: Be in attendance and represent the interest of the La Semana Program at Board meetings, and keep the Board of Directors informed of all pertinent information as it relates to the operation of this Program. Position to be held by the Camp Co-Chair.
6. Corazon Latino Representative: Be in attendance and represent the interest of the Corazon Latino Dance Troupe at Board meetings, and keep the Board of Directors informed of all pertinent information as it relates to the operation of this Program. Position to be held by the Corazon Latino Chair.

7. Los Alumnos Representative: Be in attendance and represent the interest of the Los Alumnos Alumni group at Board meetings, and keep the Board of Directors informed of all pertinent information as it relates to the operation of this Program. Position to be held by the Los Alumnos Chair.
8. Board of Directors Advisor: To serve in an advisory capacity when needed or requested by the Board of Directors. This is a non-voting position and does not require attendance at all Board meetings. Position must be held by a Past Board Officer (ie: President, Secretary, or Treasurer).

If you are interested in applying for any of the Board of Director positions listed above, you can find the Board application form at the www.lasemana.org website. Please submit your application via email to plac@lasemana.org by September 1.