



# Role and Responsibilities of NPCA Board Directors

**DIRECTOR DRAFT 5-13-15**  
**Approved by Board 6-7-15**  
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## **NPCA Board of Directors**

The National Peace Corps Association (NPCA) Board of Directors (Board) sets goals and policies and oversees NPCA operations to ensure that they are consistent with the stated vision and mission. The Board is responsible for the financial health of NPCA. NPCA's success depends on the personal commitment and active participation of all Directors.

The NPCA Board defines, supports and promotes the vision, mission, and goals of the NPCA as specified in the 2014-2018 Strategic Plan:

***Vision:*** *A united and vibrant Peace Corps Community*

***Mission:*** *To champion lifelong commitment to Peace Corps ideals*

***Goal 1:*** *Help the Peace Corps be the best that it can be*

***Goal 2:*** *Empower members and affiliate groups to thrive*

***Goal 3:*** *Amplify the Peace Corps community's global social impact*

## **Qualifications**

Directors are required to be Members in good standing of National Peace Corps Association.

## **Commitment**

Serving on the NPCA Board of Directors requires a serious commitment of time, expertise, and financial resources. The NPCA Board is a working board and individual Directors are expected to be actively involved in one or more committees. Directors participate in and encourage initiatives that support and benefit NPCA.

## **Composition of the Board**

The NPCA Board includes nine Member-Elected Directors, nine Board-Elected Directors, and the Affiliate Group Network (AGN) Coordinator. The NPCA President/CEO is an *ex officio* Director.

## **Election and Terms of Office**

Board-Elected Directors are nominated by the Governance Committee and elected at the Annual Board Meeting to serve a three-year term or partial term. Terms begin immediately following the election and end when their successors are elected. Member-Elected Directors are elected by NPCA Members for a three-year term (or partial term) at least two months prior to the Annual Board Meeting. Terms start at the beginning of the following Annual Board Meeting and end just prior to the Board meeting at which their successors are seated. The AGN Coordinator is elected by the Affiliate Groups for a two-year term two months prior to the Annual General Membership Meeting and begins his/her term on the Board at the following Annual Board Meeting. Elected Directors may serve on the Board no more than eight consecutive full or partial years. After a twelve-month period off the Board, an individual may again be elected.

## **Representation**

NPCA Member-Elected Directors (Divisional Representatives) are elected to the Board of Directors by NPCA Members in one of the five US geographic divisions or four nationwide/worldwide (country of service, cause, affinity or workplace) divisions to represent that division. In addition to the responsibilities common to all Directors, the Member-Elected Directors are responsible for ongoing collaborative communications and support of the Affiliate Groups in their divisions as described in "Member-Elected Directors Responsibilities and Guidelines."

## **Responsibilities of Directors**

NPCA Directors are expected to:

### **GENERAL**

- Be familiar with the NPCA Bylaws and policies and the Board Handbook.
- Review, update, and support NPCA's vision, mission, and goals.
- Develop, approve, and support the policies of NPCA.
- Review and approve the annual budget and other financial statements.
- Participate in the election of Directors and Board Officers.
- Recommend possible candidates for Board positions to the Governance Committee.
- Get to know other Directors and build a collegial working relationship with them.
- Provide input for review and evaluation of the Board or Board functions.
- Follow conflict of interest and confidentiality policies.

### **MEETINGS AND COMMITTEES**

- Attend quarterly meetings of the Board. (There will be two or three in-person meetings and one or two teleconferences annually.)
- Review the Board Book prior to each Board meeting.
- Cover expenses related to participation in Board meetings. These expenses can be counted towards Shriver Circle membership and may be tax deductible.
- Participate in monthly update teleconferences with the NPCA President/CEO.
- Serve on at least one Board Committee or task force and accept special assignments

### **NPCA MEMBERSHIP**

- Maintain active membership status with NPCA and Affiliate Groups, as appropriate.
- Maintain contact with NPCA Members and Affiliate Groups.
- Attend and participate in the Annual General Membership Meeting.
- Participate in the annual gathering – Peace Corps Connect.
- Promote and encourage membership in NPCA.
- Support and promote NPCA activities and programs.
- Monitor and evaluate programs and services against NPCA goals.

### **THE PEACE CORPS COMMUNITY**

- Keep up with changes, policies, and programs of the U.S. Peace Corps.
- Support Peace Corps through the NPCA advocacy program.
- Inform others in the Peace Corps community about NPCA.

### **NPCA STAFF**

- Hire, support, and evaluate the NPCA President/CEO.
- Work cooperatively with NPCA staff in achieving organizational objectives.

### **SUPPORT OF NPCA**

- Provide for the financial well-being of NPCA by recruiting members, identifying prospective donors, securing gifts and raising funds.
- Contribute time, expertise, and financial resources consistent with personal ability.

- Contribute at the Shriver Circle level (minimum \$1,000 annually), if possible. Both direct contributions and in-kind contributions (e.g. travel expenses) can be included.
- Consider planned giving through the Legacy of Peace if circumstances permit.