



ACE MENTOR PROGRAM OF NORTHEAST FLORIDA BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

ROLE AND EXPECTATION OF BOARD MEMBERS

The members of the Board are active members of the industry and find providing service to the future of our industry rewarding. The Board of Directors provides leadership and guidance to the organization. Members of the Board of Directors provide oversight to the program, set guidelines and implement the strategic plan of the organization.

They also set goals for the program each year such as growth, retention, and areas of focus. Board members are expected to contribute resources that support the overall goals and mission of the ACE Mentor Program of Northeast Florida. The program year concludes with an end of the year event where the Board provides scholarships to deserving students who pursue careers in Architecture, Construction and Engineering.

SPECIFIC EXPECTATIONS OF BOARD MEMBERS

- Financial Support of Organization - A yearly personal donation or fundraising a minimum of \$1000 from each board member to support the financial goals of the organization. Board member donations may be made by the member's company contribute to the fundraising levels recognized for corporate sponsorship.
- Participate in fundraising activities, including special events, but mainly in the form of solicitation of contributions by friends and future friends of ACE. This has included associates, vendors, corporate alliances, etc., but need not be limited to this.
- Administrative & Technical Participation - Firms may provide services via the time and talents of themselves and their staff to provide administrative or professional/technical participation. This has taken different forms with different board member organizations.
- Board Meeting Attendance - Board members are expected to attend and actively participate in the scheduled monthly board meetings. Attendance may also be required or requested at various special activities throughout the year.
- Committee Participation – Current ACE committees include Education, Fund Development, Governance, Mentor, Public Relations/Marketing, Finance, Trades, Young Leaders and Limited Committees including Student Field Trip and Annual Year End Event.
- Background Check - Board members are to undergo a routine background check by ACE National and participating school districts (if applicable). All mentors and board members must undergo the background check due to the volunteer activity.
- Board Member Education - Board members are expected to educate themselves through exploration of both the National and Local Affiliate website, interaction with other board members and mentors, and are anticipated to familiarize themselves with provided literature to be knowledgeable about the organization, its history, and its ambitions.