

## Mid-Atlantic Robotics, a New Jersey Non-Profit Corporation Job Description for Directors

### DUTIES

- Comply with the Purpose of the Corporation as set forth in its Articles of Incorporation and in the Corporate Bylaws, as well as with Federal, State, and municipal law.
- Determine, update, and support the mission, vision, and values of the Corporation as appropriate.
- Participate in each meeting of the Board...whether a regular meeting or one called for a special purpose.
- Prepare for each Board meeting by reviewing distributed agenda and accompanying documents. As necessary, seek desired clarification of an item before the meeting.
- Conduct oneself ethically and civilly, and act in good faith.
- Set policy for the Corporation, which may include debating issues conscientiously, but – when a decision is reached – support the outcome whether or not you voted for it.
- Supervise fiduciary matters of the Corporation, including review of proposed budgets, contractual obligations, and the annual audit.
- Conscientiously support fund-raising activity to the best of your ability.
- Ensure compliance with all policies adopted by the Board, including – but not restricted to - those related to conflict of interest, disciplinary action, and confidentiality.
- Safeguard documents and other intellectual property of the Corporation, which are not intended for public access.
- Contribute to a favorable public image of the Corporation in your contacts with the media, support contractors, the communities in which activities of the Corporation are conducted, etc.
- Participate in the election of the members of the Executive Committee as defined in the Bylaws. If practicable, make yourself available to serve in one of the positions.
- Be accessible to stakeholders of the Corporation, e.g. members, volunteers, donors, etc.

### DESIRED SKILLS & CHARACTERISTICS

- Be known for conducting yourself ethically, politely, and cooperatively.
- Be ambitious in wanting to help but realistic in not taking on too much.
- Be able to participate in a group to effectively achieve results.
- Have a working understanding of financial documents like revenue & expense statements.
- Be willing to be coached...about duties, Corporate Bylaws and policies, parliamentary procedure, and other aspects of performing your duties effectively.
- Be able to communicate electronically and have access to popular computer programs.
- Be willing to defer personal feelings to the welfare of the organization.
- Be familiar with the *FIRST* organization generally and the *FIRST* Robotics Competition program specifically.