

***Creative Visions***

***Social Services***

***&***

***Consultants,***

***Incorporated***

**CVSS**

***Board Information Packet***

*Creative Visions Social Services & Consultants, Inc. (CVSS) ♦ 2080 N. State Hwy. 360, Suite # 360  
♦ Grand Prairie, Texas 75050 ♦ Website: [www.cvssdfw.org](http://www.cvssdfw.org) ♦ Phone 469-858-0055/ Fax 469-858-0056*

## **INSTALLATION STATEMENT**

### **NEW BOARD OF DIRECTORS**

The Board of Directors of Creative Visions Social Services & Consultants, Incorporation is responsible for the successful and effective operation of Creative Visions Social Services & Consultants, Incorporation in the achievement of this purpose.

The Board of Directors of Creative Visions Social Services & Consultants, Incorporated, has shown their confidence in you by nominating you for appointment to this board in assurance that you will serve the organization in fulfilling its obligations.

Therefore, to you, as a new member of this board, I charge you with the following duties and responsibilities:

That you will commit yourself wholeheartedly to the purpose and mission of Creative Visions Social Services & Consultants, Incorporation.

That you will assume, with the other members of the board the responsibility for policy making, program planning, and fiscal management of Creative Visions Social Services & Consultants, Incorporation.

That you will attend all meetings possible as called by the Chairperson, participate in all special events as called upon and in other ways volunteer your services to the advancement of the work.

That you will attend as a spokesman and witness for Creative Visions Social Services & Consultants, Incorporation interpreting its purpose and programs to the community, as well as raising funds to support programs and activities.

If you accept these duties and responsibilities as a member of the Board of Directors of Creative Visions Social Services & Consultants, Incorporation you will so acknowledge by saying,

“I do”

On behalf of the Board of Directors of Creative Visions Social Services & Consultants, Incorporation I install you as a Board member of Creative Visions Social Services & Consultants, Incorporation.

---

Signature

---

Date

**CREATIVE VISIONS SOCIAL SERVICES & CONSULTANTS, INCORPORATION**

**BOARD MEMBER JOB DESCRIPTION**

**CVSS BOARD MEMBER**

**Organization:** Creative Visions Social Services & Consultants, Incorporation (CVSS)

**Title:** Member, Creative Visions Social Services & Consultants, Incorporation (CVSS) Board of Managers.

**Purpose:** To serve as a voting member of the group with authority and responsibility to assist in the implementation of policies, procedures, and regulations for the conduct Creative Visions Social Services & Consultants, Incorporation; to raise funds through personal contributions and participation in the campaign structure to finance the organization and its programs.

**Term:** Two Years - (Unless elected to fill an expired term).

**Meetings Attendance:** Regularly - Bi-monthly board meetings (average 6 annually)  
- Annual board retreat  
- Standing Committee meetings  
- Special Events (as scheduled)  
- Occasionally CVSS program events (as a board representative)

**Responsible to:** Chairperson, CVSS board.

**Resignation:** In writing to the board chairperson.

**Personal Attributes:**

1. Unquestionable character (CVSS will accomplish its purpose when its leaders demonstrate the purpose of CVSS through their own lives).
2. Interest in the programs and objectives of Creative Visions Social Services & Consultants, Incorporated.
3. High standing among the men and women of his/her business or profession.
4. A respected citizen in the community.
5. The breadth of understanding and tolerance of the viewpoints of others.
6. The willingness to state one's conviction and equally the willingness to accept the majority decision when in conflict with one's own stand.
7. Deal openly and direct with the staff and other board members when pleased, or displeased about something.

**Skills:** Board members are selected for their individual qualities and should demonstrate a high level of leadership ability, or potential ability. Board members should possess the following qualifications:

- Enthusiasm about Creative Visions Social Services & Consultants, Incorporation, its mission and convictions.
- Interest in people, community, and community service.

- **Demonstrate an interest in people and the community - their problems and potentials.**
- **Willingness to give time, effort, and resources to the work of the organization.**

**BOARD MEMBER JOB DESCRIPTION (Cont'd)**

- **Ability to command community confidence and respect.**
- **Special skills, knowledge and expertise that are needed by the organization.**
- **Ability to assess information and make important decisions.**
- **Ability to represent the community the community needs and views.**
- **Courage to state one's views on important issues.**
- **Willingness to accept and support decisions democratically made.**
- **Unquestionable personable personal character.**
- **High standing among peers of his/her profession or business; a respected member in the community.**
- **Ability to deal openly and directly with staff and other Board Members when pleased or displeased about something.**

**Responsibilities: Key areas of responsibility for Board Members include:**

- **Attend all board meetings, committee meetings as assigned, training and orientation sessions, board retreats, and special meetings as appropriate.**
- **Understand CVSS purpose, goals, objectives, programs, and procedures...and believe it!!**
- **Make decisions on issues, policies, goals, and objectives based on careful consideration of the facts and all relevant data.**
- **Participate fully and openly in meetings; share insight, ideas and suggestions.**
- **Keep informed and know what's going on within the organization; never hesitate to ask questions or request information.**
- **Provide counsel, advice, and encouragement to the staff.**
- **Give fully and enthusiastically of time and expertise, as appropriate.**
- **Solicit funds, in-kind services, as well as participate in the Annual Fund-raising Campaign as a team captain and open doors for others to raise funds.**
- **Become a financial supporter of Creative Visions Social Services & Consultants, Incorporation at a "Stretching Level."**
- **Recruit volunteers, for policy, special events and program activities.**
- **Serve on committees and accept special assignments as requested and as possible.**
- **Participate and support CVSS various programs and activities.**
- **Interpret CVSS to the community, be a spokesperson for CVSS, and represent CVSS in the community.**
- **Treat staff as partners in a high calling, while maintaining (as a total board) the overall supervision and control.**
- **Assume leadership of special board groups or other activities.**
- **Assist staff in understanding the community and assessing the community needs.**

**Result: Individual Board Members, working in concert with the total board should seek to provide:**

- ◆ **Creative Visions Social Services & Consultants, Incorporation's consumers as well as the general public acceptance and confidence in the work and efforts of CVSS.**
- ◆ **Effective management support and sufficient resources to achieve the goals of the organization.**
- ◆ **Continuity to the work of the organization and assurance that its purposes are implemented and achieved.**

**The current Board Members of Creative Visions Social Services & Consultants, Incorporation have shown their confidence in you by nominating you for appointment to this board in assurance that you will serve the organization in fulfilling its obligations.**

**Therefore, as a member of the Board of Management of Creative Visions Social Services & Consultants, Incorporation (CVSS), you will accept the responsibilities of this position as stated in the job description?**

**Yes: \_\_\_\_\_**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## ROLES OF THE BOARD OF DIRECTORS

**PLANNING & POLICY  
DECISIONS**

**FINANCIAL**

**FUNDRAISING**

**MONITORING  
&  
GOVERNING**

**STRATEGIC PLANNING  
&  
SANCTION**

*The Board makes planning & policy decisions*

*Responsible for financing those decisions*

*Monitors implementation of programs & activities*

*Provide personal leadership to CVSS in carrying out its mission*

*Give necessary time to the achievement of success of the organization.*

*Willingness to serve and produce the quality leadership indicative of CVSS*

*Show financial support for CVSS and its mission.*

*Take an active role in identifying potential donors; fund development cultivation and solicitation, and in assisting in solicitation.*

*Support the mission of Creative Visions Social Services & Consultants, Incorporated (CVSS)*

*Be an active member of at least one committee*

*Recruit other members*

*Provide financial support to the organization*

## **FUNCTIONAL AREAS OF CVSS BOARD OF DIRECTORS**

<b>1. Authority</b>	<b>Granted by character, Articles of Incorporation, Bylaws and total voting membership of the Association.</b>
<b>2. Policies</b>	<b>Establishes all general policies for the organization.</b>
<b>3. Planning</b>	<b>Establishes the organization's long-range goals; develops long range strategies; approve or delegates approval of annual objectives. Coordinates procedures and policies where uniformity is possible.</b>
<b>4. Monitoring</b>	<b>Monitors goal achievement and annually reviews goals; reports to community.</b>
<b>5. Financing</b>	<b>Responsible for financing total organization. Designs, implements, and administers finances. Determines annual budget of the organization. Arrange for annual audit. Procures insurance on a consolidated basis. Coordinates fund-raising campaigns and other support events. Coordinates capital development, deferred giving, and bequests.</b>
<b>6. Marketing/Public Relations</b>	<b>Give leadership and support to the organization's marketing and public relations within the community. Give leadership and support to community awareness of programs and activities.</b>
<b>7. Program</b>	<b>Sets general association program thrust, as part of goals and related policies. Coordinates and sets general standards for programs and activities. Give leadership and support to activities and special events. Provides standards for program leadership and resources for leadership training.</b>
<b>8. Relationships</b>	<b>Represents CVSS in general community. Provides legal counsel for CVSS. Responsible for CVSS public relations</b>

## **PRIMARY BOARD RESPONSIBILITIES**

- *Policy Determination (By-Laws, Services, Goals etc.)*
- *Approval of Program Plans*
- *Approval of Program Plans*
- *Financial Stewardship (Approval of Annual Budget & Monitoring of Fiscal Performance.*
- *Assistance in the Acquisition of Resources.*
- *Approval and Review of Personnel Management Program*
- *Protecting the Assets of the Organization*
- *Program Monitoring*

## **EXERCISE OF RESPONSIBILITIES**

- \* *Relevant Data*
- \* *Uniform Presentation*
- \* *Regularly Scheduled Basis*



## ***MATERIALS***

- ***Agenda***
- ***Minutes of Prior Meeting***
- ***Program Performance Report***
- ***Program Highlights and Issues Narrative***
- ***Resource Development Report***
- ***Budget Analysis Report***
- ***Cash Management Report***
- ***Committee Report***
- ***Balance Sheet***
- ***Statement of Income and Expense and changes in Fund Balances***
- ***Certified Financial Audit and Management Letter***
- ***Board of Directors Meeting Schedule***

## Committee Description

### Administrative Committees

#### Executive Committee:

*General Function: Review board agenda, personnel, budget, and act in the absence of a regular Board meeting. This committee is comprised of the board officers.*

#### Finance & Fund-raising Committee:

*General Function: Review and monitor with staff the monthly status of the organization and the development of the fiscal year budget and propose it to the board for approval. Organize the annual campaign to raise funds for the organization*

#### Nominating Committee:

*General Function: To identify new volunteers that would be a valuable asset to the Board of Management and recommend to the Board or for program activities.*

#### Marketing/Public Relations & Program Committee:

*General Function: To promote the image and community awareness of CVSS by all means. Monitor and assist the staff to ensure that quality programs are being conducted. Serve as a screening committee for program reviews, evaluation and fee increase for all programs and activities.*

#### Community Services Committee:

*To seek out special opportunities that CVSS can fill a void in providing special partnerships, programs or services.*