



## OFFICERS, BOARD APPLICATION AND POSITION DESCRIPTION

### **Board Overview**

The **Executive Board** governs the overall execution of the Marine Corps Reserve Association's mission. Principally, the Board manages organizational finances and sets long term priorities for programs, including the development of programs for the professional development of Reserve Marines; advocacy on behalf of the Marine Corps Reserve, furthering the relevance of the Marine Corps Reserve and advancing the interests of the Marine Corps. Additionally, the Board oversees the Officers of the Association and the National President, who is responsible for the day-to-day management of the organization. Overall, the members of the Board contribute to the educational, management, legal, and financial skills needed to ensure the long term organizational stability of the Marine Corps Reserve Association mission.

The **Regional Directors** primary responsibility will be to serve as the face of the Association within their Region. This will be with Reserve units and the state legislative bodies. It is hoped each Regional Director will capitalize personal contacts within their home state and within their Region to increase membership of the Association and become members of any veteran's advisory board within their home state and/or Region.

EXECUTIVE Board of Directors: seven (7) voting members with three (3) year terms.

REGIONAL Directors: six (6) voting members with three (3) year terms.

Board Members Executive and Regional, responsibilities include attendance at regular monthly board meetings, as well as teleconference meetings and active electronic conversations. This could be as part of an Association's committee and/or work group. It is expected each Board member will attend the annual "Mid-Year" and "Business" meetings. The attendance policy allows for removal if three consecutive meetings are missed without notice.

Board members also hold a fiduciary responsibility for management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with the organization's status as a 501(c)(19) nonprofit organization are filled by the Treasurer of the Association.



## **OFFICERS**

The Officers of the Association consist of the National President; Secretary; Treasurer; Staff Judge Advocate; VP – Legislative Affairs; VP – Membership Engagement; VP – Professional Development; VP – Communications; and the Development Director.

Duties of the **President** is responsible for ensuring that the Board of Directors and its members: are aware of and fulfill their governance responsibilities, comply with applicable laws and bylaws, conduct board business effectively and efficiently, and are accountable for their performance.

In order to fulfill these responsibilities, and subject to the organization's bylaws, the President presides over meetings, proposes policies and practices, sits on various committees, monitors the performance of Directors and Officers, submits various reports to the board, to funders, and to other "stakeholders"; proposes the creation of committees; appoints members to such committees; and performs other duties as the need arises and/or as defined in the bylaws.

The President ensures the organization maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the President works in conjunction with the Executive Director to serve as one of the primary spokespersons for the organization. Duties may include:

- representing the organization to the media;
- representing the organization on governmental or nongovernmental organizations and committees;

**Duties of the Secretary** - The Secretary shall record the minutes of all meetings of the Board of Directors, maintain records of committee meetings, oversee the maintenance of membership lists, provide for the safe keeping of all official contracts and records of the organization and publish notices of scheduled meetings as required in these Bylaws.

**Duties of the Treasurer** - The Treasurer shall be responsible for the prompt deposit all receipts, an accurate accounting of income and expenditures, and shall present a written financial report to the Board of Directors at quarterly meetings. The Treasurer shall maintain the financial records of the corporation using acceptable accounting practices and shall perform those other duties inherent to the office of Treasurer.

**Duties of the Staff Judge Advocate** – The SJA shall serve as the legal counsel in all legal matters to the Executive Director and National President of the Association. No contract can be entered into without the consent of the SJA.



**Duties of the Vice President** – Working with the board of directors and other senior executives within the Association, the vice presidents will plan, develop and enforce policies and objectives for the organization within their specific areas of responsibility. This will be consistent with the values and established goals of the Association.

**Accountability** - The President is accountable to the Board of Directors and Membership as specified in the bylaws. The President may delegate specific duties to the Executive Director, Board members and/or committees as appropriate; however, the accountability for them remains with the President.

### **Declaration of Candidacy**

Before submitting the below paperwork, remember, Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next three years as well as the ways to contribute to the development of the organization.

Resources available to prospective members:

- Organizational Documents: Strategic Plan, Bylaws, FY Budget, Operating Principles, and others upon request
- Program Overview & Calendar of Events
- Email or call the Executive Director [Robert Donaghue, xxx-xxx-xxxx] or the National President [Paul K. Hopper, 214-693-6249] with any questions.

To apply:

- Submit a one-page Board Application (listed below in this document) and a single page (front and back) résumé to Paul K. Hopper, [Ken.Hopper@USMCRA.org](mailto:Ken.Hopper@USMCRA.org). In the subject line of the email write “*NEW BOARD MEMBER APPLICATION*”.
- Copies of the one-page application along with the resume will be distributed to selected Board members and will aid in understanding how you would like to contribute to the organization’s work.

### **Time and Financial Considerations**

#### **Meetings:**

- Board Meetings- are monthly, the second Thursday, and begin at 2030 Eastern.
- Mid-Year Meeting is held on the third weekend in March at the National HQ, Stafford, VA. This is a two (2) day meeting focused upon Professional Development, review of the CY goals and objectives. Adjustments to goals and objectives can be made.



- Annual Meeting a three-day event held at various Reserve units across the United States.
- Officers and Board members will be selected to serve on Committees and/or Work Group. Work is generally conducted via email or ZOOM meetings.
- Annual Fundraiser - board participation is required

Donations: As with any Board, members will be solicited for a cash or in-kind donation; 100% participation is sought; the amount is optional but we ask that board members consider giving at a leadership level. Board members must maintain an active membership status while serving.



**Application for Marine Corps Reserve Association Board Candidacy**

Name	
Years served in Corps	
Current Occupation	
Contact Details	
- Mailing Address	
- Cell Phone	
- E-mail	

**We want to understand your views and how your potential contributions may fit with the organization's vision. Please answer the following questions within the space provided. (bullets statements are allowed)**

1. **Briefly** describe your academic and professional background, and other relevant experience.
2. **Why** are you seeking a position on this board?
3. Briefly outline **specific skills** you bring, or contributions you hope to make, to board.
4. If serving on additional boards please provide organization name and your position/role.

**ONLY THIS SINGLE PAGE WILL BE DISTRIBUTED TO COMMITTEE MEMBERS  
ALONG WITH YOUR CV OR RESUME.**



## **ONE PAGE BIO**

Vice a resume, it is recommended the applicant provide a one-page BIO to paint the picture for voting members of who you are. This one-page BIO will be typed in **AERIAL 11 FONT**, and will include at a minimum:

- Name in the Header of the page
- Photo, if possible, in the upper left-hand corner
- Opening two – three paragraphs should detail your Marine Corps career, highlighting increased levels of responsibility.
- If served in Marine Corps Reserve, highlight civilian job(s) and types of responsibility
- Highlight education, especially the universities and certifications obtained within career. If ever was a Professor or instructor please mention.

**BOTTOM LINE:** use this to paint the picture of the type of Leader you are and why you should serve as a member of the Board of Directors or one of the Officer positions.