

April 22, 2009

Dear Prospective Member:

Wake CART's organization structure will consist of a Board(Executive Committee) and Board (Committee Chairs). At this time, we are taking applications for our Board of Directors' Executive Committee.

Attached you will find four(4) Board position descriptions, a preliminary organization structure and an application to serve on the Board Executive Committee. The positions are for Board Chairperson, Vice-Chair(2), Board Treasurer and Board Secretary.

The Transition Executive Committee would like for you to review these job descriptions and, if you have an interest in serving on Wake CART's Board, please complete and return prior to May 15, 2009. We are expecting a positive response; therefore, the TEC team will need time to review each application and submit final selections at the next general meeting, June 10th, for nominations and a vote.

We are inviting you to join our Board of Directors' Executive Committee. Please join us.

Sincerely,

Dr. Randy Marsh
Transition Executive Committee
Board Co-Chair

Atts.

WAKE CART BOARD APPLICATION

POSITION(S) TO BE CONSIDERED- PLEASE CIRCLE:		
BOARD CHAIR BOARD VICE-CHAIR BOARD TREASURER BOARD SECRETARY		
NAME:		
HOME ADDRESS:		
PHONE:	FAX:	E-MAIL
WORK (IF APPLICABLE) COMPANY & ADDRESS		
PHONE:	FAX:	E-MAIL:

SUMMARIZE YOUR EXPERIENCE WITH AND/OR INTEREST IN OUR ORGANIZATION.

WHAT SKILLS AND KNOWLEDGE ARE YOU WILLING TO BRING TO OUR BOARD? PLEASE INDICATE YOUR EXPERIENCE IN THE FOLLOWING AREAS WITH A CHECK MARK.	VERY EXPERIENCED	SOME EXPERIENCE	LITTLE OR NO EXPERIENCE
STRATEGIC PLANNING			
FUNDRAISING			
BOARD DEVELOPMENT (RECRUITMENT, TRAINING, EVALUATION)			
PROGRAM PLANNING AND EVALUATION			
RECRUITING, HIRING AND EVALUATING PERSONNEL			
FINANCIAL MANAGEMENT AND CONTROL (BUDGETING, ACCOUNTING)			
COMMUNICATION, PUBLIC AND MEDIA RELATIONS			

WAKE CART BOARD APPLICATION

WHAT SKILLS AND KNOWLEDGE ARE YOU WILLING TO BRING TO OUR BOARD? PLEASE INDICATE YOUR EXPERIENCE IN THE FOLLOWING AREAS WITH A CHECK MARK.	VERY EXPERIENCED	SOME EXPERIENCE	LITTLE OR NO EXPERIENCE
PARTICIPATION IN INTERAGENCY COMMITTEES			
PUBLIC SPEAKING			
ORGANIZATIONAL DEVELOPMENT			
INFORMATION TECHNOLOGY			
WRITING, JOURNALISM			
SPECIAL EVENTS (PLANNING AND IMPLEMENTING)			

FOR THE ITEMS YOU CHECKED AS “VERY EXPERIENCED” OR “SOME EXPERIENCE”, PLEASE PROVIDE BRIEF DETAILS.

IF NOT DESCRIBED ABOVE, PLEASE OUTLINE YOUR EXPERIENCE AS A VOLUNTEER BOARD OR COMMITTEE MEMBER?

MAIL, FAX, OR E-MAIL COMPLETED APPLICATION TO:

**RANDY MARSH, PHD, LCAS, CCS
PROGRAM MANAGER
INTEGRATED BEHAVIORAL HEALTH SERVICES
10 SUNNYBROOK RD.
RALEIGH, NC 27610
RMARSH@CO.WAKE.NC.US
919-250-1557
FAX – 919-212-8399**

PLEASE NOTE ALL INFORMATION WILL BE KEPT CONFIDENTIAL AND USE IS ONLY FOR THE PURPOSE OF WAKE CART BOARD SOLICITATION.

WAKE-CART BOARD OF DIRECTOR CHAIR'S
JOB DESCRIPTION

General Responsibilities

The Board Chair 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; are accountable for their performance.

In order to fulfill these responsibilities, and subject to Wake CART's bylaws, the Board Chair 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.

Accountability

The Board Chair is accountable to the Board of Directors or Members as specified in the bylaws. The Board Chair may delegate specific duties to the Vice-Chairs, Board members and/or committees as appropriate; however, the accountability for them remains with the Board of Directors.

Specific Duties

Meetings

The Board Chair ensures that an agenda is planned for board meetings. This may involve periodic meetings with committee chairpersons and the Executive Committee to draft annual and meeting agendas and reporting schedules.

The Board Chair presides over meetings of the Board of Directors. In this capacity, the Board Chair:

- chairs meetings according to accepted rules of order for the purposes of
 - encouraging all members to participate in discussion;
 - arriving at decisions in an orderly, timely and democratic manner;
- votes as prescribed in the bylaws.

Board Committees

The Board Chair serves as an ex-officio member of board committees specified in the bylaws. In this capacity, the Board Chair's role is

- to serve as a voting member of the committee (if specified in the bylaws);
- to negotiate reporting schedules;

WAKE-CART BOARD OF DIRECTOR CHAIR'S
JOB DESCRIPTION

- to identify problems and assist the committee chairperson to resolve them, and if necessary, to bring them to the attention of the Board of Directors.

Community Relations

The Board Chair ensures that the organization maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the Board Chair serves as primary spokesperson for the organization Duties may include:

- representing the organization to the media;
- representing the organization on governmental or nongovernmental organizations and committees;
- timely and appropriate reporting of Board decisions and actions to members and/or funders and/or donors.

Signing Officer

The Board Chair is normally designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the Board Chair may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization.

Board Development

The Board Chair ensures that structures and procedures are in place for effective recruitment, training, and evaluation of board members.

Fund Raising

The Board Chair ensures that structures and procedures are in place for securing the resources required by the organization. Depending upon Wake CART's bylaws and agreements, this may require the Board Chair to play a leadership role in fundraising campaigns.

Delegation

Depending upon Wake CART's needs and bylaws, the Board Chair may establish or propose the establishment of committees of the Board, and may assign tasks and delegate responsibilities to board committees and/or directors.

This document uses the word "ensure" to convey the intent that accountability for the specified responsibilities lies with the Board Chair, but it is not necessarily the Board Chair who carries out the activity. The word "ensure" is not intended to imply any additional source of legal duties beyond those that are required by law.

WAKE-CART BOARD OF DIRECTOR VICE CHAIR'S
JOB DESCRIPTION

General Responsibilities

The Board Vice Chair 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; are accountable for their performance.

In order to fulfill these responsibilities, and subject to Wake CART's bylaws, the Board Vice Chair, in the absence of the Board Chair and/or with the Board Chair 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.

Accountability

The Board Vice Chair is accountable to the Board Chair, Board of Directors or Members as specified in the bylaws. The Board Vice Chair may delegate specific duties to the Board members and/or committees as appropriate; however, the accountability for them remains with the Board of Directors.

Specific Duties (Absence of Board Chair and/or in Coordination with the Board Chair)

Meetings

The Board Vice Chair ensures that an agenda is planned for board meetings. This may involve periodic meetings with committee chairpersons and the Executive Committee to draft annual and meeting agendas and reporting schedules.

The Board Vice Chair presides over meetings of the Board of Directors. In this capacity, the Board Vice Chair:

- chairs meetings according to accepted rules of order for the purposes of
 - encouraging all members to participate in discussion;
 - arriving at decisions in an orderly, timely and democratic manner;
- votes as prescribed in the bylaws.

Board Committees

The Board Vice Chair serves as an ex-officio member of board committees specified in the bylaws. In this capacity, the Board Vice Chair's role is

WAKE-CART BOARD OF DIRECTOR VICE CHAIR'S
JOB DESCRIPTION

- to serve as a voting member of the committee (if specified in the bylaws);
- to negotiate reporting schedules;
- to identify problems and assist the committee chairperson to resolve them, and if necessary, to bring them to the attention of the Board of Directors.

Community Relations

The Board Vice Chair ensures that the organization maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the Board Vice Chair serves as a back up spokesperson for the organization Duties may include:

- representing the organization to the media;
- representing the organization on governmental or nongovernmental organizations and committees;
- timely and appropriate reporting of Board decisions and actions to members and/or funders and/or donors.

Signing Officer(In the absence)

The Board Vice Chair will be an Acting Board Chair designate, designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the Board Vice Chair may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization in the absence of the Board Chair.

Fund Raising

The Board Vice Chair with the Board Chair ensures that structures and procedures are in place for securing the resources required by the organization. Depending upon Wake CART's bylaws and agreements, this may require the Board Vice Chair to play a leadership role in fundraising campaigns.

Delegation

Depending upon Wake CART's needs and bylaws, the Board Vice Chair may establish or propose the establishment of committees of the Board, and may be assign tasks and delegate responsibilities to board committees and/or directors as needed.

This document uses the word "ensure" to convey the intent that accountability for the specified responsibilities lies with the Board Vice Chair, but it is not necessarily the Board Vice Chair who carries out the activity. The word "ensure" is not intended to imply any additional source of legal duties beyond those that are required by law.

WAKE-CART BOARD OF DIRECTOR SECRETARY'S
JOB DESCRIPTION

General Responsibilities

Organizations are required by law and by custom to maintain certain records for several purposes, including:

- accurate recollection of decisions;
- determination of eligibility to vote;
- continuity of policies and practices; and
- accountability of directors and officers.

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, maintains membership records, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws.

Accountability

The Secretary is accountable to the Board of Directors (if elected or appointed by them) or Members. (If elected by the membership at a members meeting) as specified in the bylaws. Through the Board of Directors, certain duties of the Secretary may be delegated to the Executive Director, Board members and/or committees as appropriate; however, the accountability for them remains with the Secretary.

Specific Duties

Minutes

The secretary is responsible for ensuring that accurate minutes of meetings are taken and approved.. Requirements of minutes may vary with the jurisdiction but should include at a minimum:

- date, time, location of meeting;
- list of those present and absent;
- list of items discussed;
- list of reports presented;
- text of motions presented and description of their disposition. **(see note 2)**

The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the corporate records.

WAKE-CART BOARD OF DIRECTOR SECRETARY'S
JOB DESCRIPTION

Custodian of records

The secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (i.e. letters patent, articles of incorporation), lists of directors, board and committee meeting minutes financial reports, and other official records.

Membership Records

The Secretary ensures that official records are maintained of members of the organization and Board. He/She ensures that these records are available when required for reports, elections, referenda, other votes, etc.

Bylaws

The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings.

Communication

The Secretary ensures that proper notification is given of directors' and members' meetings as specified in the bylaws. The Secretary manages the general correspondence of the Board of Directors except for such correspondence assigned to others.

Meetings

The Secretary participates in Board meetings as a voting member or as designated by Wake CART's bylaws. The Secretary provides items for the agenda as appropriate. In the absence of the Board Chair and Vice Chair the Secretary calls the meeting to order, presiding until a temporary chairperson is elected. The Secretary records meeting minutes as described above depending upon the bylaws and practices of the organization, the Secretary may perform these duties for Member meetings (ie. Annual General Meeting) and/or for an Executive Committee.

Signing Officer

The Secretary may be designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization.

Filing of Documents

The Secretary may be the registered agent with respect to the laws of the jurisdiction.; the person upon whom legal notice to the corporation is served, and responsible for ensuring that documents necessary to maintain the corporation are filed.

WAKE-CART BOARD OF DIRECTOR SECRETARY'S
JOB DESCRIPTION

This document uses the word "ensure" to convey the intent that accountability for the specified responsibilities lies with the Secretary but it is not necessarily the Secretary who carries out the activity. The word "ensure" is not intended to imply any additional source of legal duties beyond those that are required by law.

WAKE-CART BOARD OF DIRECTOR TREASURER'S
JOB DESCRIPTION

General Responsibilities

The Board Treasurer 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; are accountable for their performance.

In order to fulfill these responsibilities, and subject to Wake CART's bylaws, the Board Treasurer, in the absence of the Board Chair and/or Board Vice Chairs 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.

Accountability

The Board Treasurer is accountable to the Board Chair, Board of Directors or Members as specified in the bylaws. The Board Treasurer will serve as financial officer of Wake CART. The Board Treasurer may delegate specific duties to the Board members and/or committees as appropriate; however, the accountability for them remains with the Board of Directors.

Specific Duties

Meetings

The Treasurer participates in Board meetings as a voting member or as designated by Wake CART's bylaws. The Treasurer provides items for the agenda as appropriate. In the absence of the Board Chair and Vice Chair, Secretary, the Treasurer calls the meeting to order, presiding until a temporary chairperson is elected. The Treasurer shall make a report at each Board meeting showing any and all financial activity engaged in by Wake CART.

Community Relations

The Board Treasurer ensures that the organization maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the Board Treasurer discloses any financial interest or conflict of interests internally and externally as well as those specified in the bylaws.

WAKE-CART BOARD OF DIRECTOR TREASURER'S
JOB DESCRIPTION

Signing Officer

The Treasurer will act in a fiduciary capacity with any and all Wake CART's financial transactions as established by the bylaws. Immediately after assuming office, Treasurer will be responsible for obtaining signatures of all new officers for filing with designated bank for purposes of Wake CART's financial interests as prescribed in the bylaws. In this capacity, the Board Treasurer may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization established by the bylaws.

Fund Raising

The Board Treasurer will be responsible for the reporting of any and all receipts, and/or expenditures incurred by Board activity as approved by Board of Directors.

Auditing

Review the annual audit or interim financial reports and answer Board members' questions about the audit. Work with independent financial accountants. The Board Treasurer will be responsible for preparing the annual budget and presenting the budget to the Board for approval.

This document uses the word "ensure" to convey the intent that accountability for the specified responsibilities lies with the Board Treasurer, but it is not necessarily the Board Treasurer who carries out the activity. The word "ensure" is not intended to imply any additional source of legal duties beyond those that are required by law.

BOARD OF DIRECTORS

