



BOARD MEMBER JOB DESCRIPTION

WHO WE ARE:

The Middle Atlantic States Corrections Association is a nonprofit organization based in Bear, Delaware, whose mission is to promote the highest standards of excellence and professionalism in criminal and juvenile justice, encourage information-sharing in the related disciplines of probation, parole, juvenile justice and corrections, create an educational forum for networking, problem-solving, and leadership development across state boundaries, and promote the public image of institutional and community corrections

MASCA was founded in 1938 in the State of New Jersey by a small group of Parole Administrators who began holding meetings with officials from neighboring States to discuss parole matters. Over the next 80 years, the association became the leading regional interdisciplinary organization for professionals involved in court administration, juvenile justice, probation, parole, institutional and community corrections as well as for citizens with a vital interest in the juvenile and criminal justice fields. MASCA has 30 Board Members (5 from each Member State) and one staff member, the Executive Director. In 2017, the Association entered into the process of reviewing and renewing the organization.

WHAT WE DO:

Since 1938, MASCA has provided our membership the ability to access the latest and newest information through our professional development conferences in our fields with affordable, quality, cutting edge training. MASCA also publishes a quarterly newsletter and provides college and conference scholarship opportunities for eligible candidates.

ABOUT THE BOARD OF DIRECTORS

As a body, the Board of Directors governs the organization, assures adherence to all the laws and fiduciary responsibility, and is accountable for the programmatic impact and use of financial resources. The Board shapes the overall direction of the organization and is charge with supervision and oversight.

PURPOSE:

To lead the organization to the fulfillment of its mission by:

- Establishing direction
- Ensuring adequate resources
- Providing oversight

TERM:

2 years; may be re-elected



MAJOR RESPONSIBILITIES

Establishing direction

- Assess MASCA's direction, annual plan and budget with regard to current strategic plan and mission
- Make decisions regarding organizational opportunities and challenges

Ensuring adequate resources

- Monitor financial health of MASCA, including level of reserves and the availability of cash to ensure ongoing operations
- Serve as an ambassador of MASCA to the public and act as a spokesperson

Providing oversight

- Stay informed of MASCA's mission, programs, and external factors that may affect the organization
- Participate actively in board meetings, committees, and conferences
- Assist in the evaluation and support of the Executive Director
- Ensure that all activities and programs of MASCA operate within the full extent of the law
- Oversee MASCA's annual budgeting process, year-end audited financial statements and monthly expenditures

BOARD TIME EXPECTATIONS AND RESPONSIBILITIES

Weekly

- Check MASCA emails at least twice and respond to any communication within 48 hours
- Represent MASCA as much as possible by actively recruiting new members and publicizing events

Monthly

- Check in with Board President and Executive Director with committee updates, challenges, and successes
- Meet with your other committee members and set goals, duties, responsibilities, and next meeting time

Bi-Monthly

- Participate in Board Meeting, bringing notes and news from committee meetings, community members, and other relevant topics

Bi-Annually

- Schedule time for phone call, coffee, or lunch with Board President and Executive Director to update on life, personal capacity vs. board capacity vs. board needs.

Annually

- Participate in annual MASCA training conference
- Take the lead on planning, coordinating, delegating and implementing one event in home State, whether community or public event, etc.
- Encouraged to nominate at least one new board member and/or assist Board President in candidate reviews
- Contribute to the strategic planning process to evaluate the organization's purpose, mission, programs, & effectiveness.