



Commonwealth Prevention Alliance Board of Directors Position Description

The Board of Directors of the Commonwealth Prevention Alliance (CPA) provides strategic oversight, ensures ethical and fiscal accountability, and champions the mission of promoting substance use prevention across Pennsylvania. Board members are mission-driven leaders who contribute expertise, networks, and time to advance CPA's impact.

Purpose of the Board

1. Ensure CPA's mission and values guide all decisions and initiatives.
2. Provide governance, strategic oversight, and fiduciary responsibility.
3. Support organizational growth, sustainability, and community engagement.

Responsibilities of the Board

The board of directors of the Commonwealth Prevention Alliance is legally and ethically responsible for all activities of the agency. Board responsibilities are both organizational and individual:

I. Responsibilities of the Board of Directors

1. Determining how the organization carries out its mission through long- & short-range planning & review.
2. Adopting an annual budget and providing fiscal oversight.
3. Maintaining accountability and ensuring legal and ethical integrity.
4. Recruiting, orienting, and developing board members.
5. Responsible for hiring, evaluating, and retaining the Executive Director. These duties may be delegated to a designated committee (e.g., Executive), but all major decisions (e.g., hiring, firing, compensation adjustments) require full board approval.
6. Evaluating its performance and the overall performance of the organization in achieving its mission.
7. Establishing policies for the effective management of the organization.
8. Board members should direct media or public inquiries to the Executive Director or Executive Committee and avoid speaking on behalf of the board without prior approval.

II. Responsibilities of Individual Directors

1. Understanding and promoting the organization's mission.
2. Stay informed about CPA programs and participate in key events to represent the organization effectively.
3. Actively participate on at least one board committee and actively support the CPA conference committee.
4. Participating in resource development and fundraising.
5. Identify and connect CPA with local, regional, statewide, or national organizations aligned with our mission.

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6. Assisting in event and membership development.
7. Advocating on behalf of the organization.
8. Reviewing board meeting materials before the meeting.
9. Reviewing the organizations Form 990 before its submission to the Internal Revenue Service
10. Identifying any potential conflicts of interest.
11. Directors commit to a minimum of 52 hours of service annually.

III. Participation / Time Commitment

Active participation is vital to the success of CPA's Board. Consistent engagement allows members to contribute meaningfully, stay informed on initiatives, and collaborate effectively with peers. By participating in strategic planning and advancing these strategies, board members help shape the organization's direction and maximize its impact on prevention efforts across Pennsylvania.

1. Nine (9) yearly board meetings
 - a. Two (2) in-person meetings (June conference & April strategic planning)
 - b. Seven (7) virtual meetings (2 hours each)
2. Attend and actively participate in at least 7 of the 9 BOD annual meetings.
3. Committee work
 - a. 1-3 hrs. per month, or as decided by the committee.
4. Attendance at two organizational events per year is recommended.
5. Participate in a virtual orientation for new board members.

While CPA does not require a cash donation, board members' volunteer time is valued at \$31.80/hour (national nonprofit standard)

IV. Attendance Policy

Purpose: To ensure effective governance through consistent participation, while respecting members' time and commitments.

1. Remote Participation Guidelines:
 - a. **Camera On:** Enable video to foster engagement (*exceptions require advance notice*)
 - b. **Active Engagement**
 - c. Vote, respond to roll call, and contribute to discussions.
 - d. **No Multitasking** (*avoid emails/other meetings during sessions*)
 - e. Phone-only attendance is discouraged (limits participation) but permitted if video is unavailable.
2. Absences & Accountability
 - a. **Excused** Absences (e.g., illness, family emergencies).
 - b. Notify Board Secretary ≥ 24 hours in advance.
3. Consequences:
 - a. **2+ unexcused** absences/year: Executive Committee reviews engagement.
 - b. Chronic absence (>2 meetings missed): May result in requested resignation or non-renewal.

V. Financial & Resource Development Expectations

CPA's Board of Directors is essential to securing the resources and partnerships needed to fulfill our mission. Their engagement in fundraising, membership growth, and community outreach directly strengthens the organization's capacity to advance prevention initiatives and make a lasting impact across Pennsylvania.

While no specific financial gift is required beyond annual membership dues (\$55/person), **100% of board members are expected to actively participate in fundraising, membership growth, and community engagement** through the following:

1. Fundraising, Resource, & Revenue Generation
 - a. Participate, promote, and advocate for CPA's SCA (Single County Authority) and Community Support Fees as a sustainable funding source.
 - b. Identify and assist in the cultivation of new potential partners, donors, and grant opportunities annually.
 - c. Recruit sponsors, vendors, and attendees for CPA's annual conference and events.
 - d. Sell tickets to fundraisers and encourage peer participation.
 - e. Promote membership within in your professional ranks resulting in the recruitment of new members to the organization and encourage renewals by confirming (each director has a goal of securing a minimum of 2 new/renewing members yearly).
2. Strategic Partnerships & Resource Development
 - a. Identify and connect CPA with local, regional, statewide, or national organizations aligned with our mission.
 - b. Facilitate introductions between these partners and CPA's Executive Director to build long-term relationships.
 - c. Leverage personal and/or professional connections by opening doors to policymakers, funders, or media contacts to amplify CPA's impact.
3. Organizational Stewardship
 - a. Maintain active CPA membership.
 - b. Champion CPA's mission in public forums, social media, and community conversations.