



Position Description, At-Large Director

Title: HACC Employee Director, HACC Foundation Board

Responsible to: HACC Foundation Board of Directors

Term of office: One year

Qualifications:

- Must be a full-time employee of HACC in good standing regarding work performance *(An employee in good standing will have earned a rating of at least “meets expectations” on his or her last HACC performance evaluation. Also, he or she may not be on a corrective action plan. If the employee does not have a HACC performance evaluation on file, he or she must receive a signed letter of recommendation from his or her Cabinet-level supervisor.)*
- Must commit to fulfilling the duties of the position for the length of the term
- Must commit to email and online communication

Responsibilities:

- Serve as a non-voting member of the HACC Foundation Board for a one-year term and shall be eligible to be elected for up to two additional one-year terms
- Advance the HACC Foundation’s mission and vision statements
- Raise a minimum of \$1,000 annually from HACC employees to include a personal contribution from the HACC employee at-large director
- Serve as an “ambassador” of the College and the HACC Foundation at public events and/or within the employee’s own networks
- Serve on at least one Foundation committee
- Attend four out of six regular Board meetings per year
- Attend HACC Foundation and College events and functions throughout the year, when possible
- Sign conflict of interest and confidentiality policy statements

Adopted by Resolution 62.2 – July 22,2014