

Board of Directors Requirements and Procedures

- A. Application form prospective: To be considered for a position on the Board of Directors (Board members) for Parents of Latin American Children (PLAC), a volunteer is required to email a complete application form to plac@lasemana.org within 15 days from the last day of camp. The roles, time commitments and requirements for positions are listed in Sections B and C.
- B. Minimum qualifications for all Board members: The following minimum requirements exist for Board members:
- Must hold only one Board member office per term.
 - Must be actively involved in one or more of the programs of the Parents of Latin American Children (PLAC), or have been themselves or have/had an immediate family member enrolled as a participant in one or more of the programs.
 - Must have served in a Level A or B leadership capacity for one of the PLAC programs for at least one year.
 - Must be an individual of legal age.
 - Must reside in MN.
 - Must not have an immediate family member on the Board.
- C. Role specific qualifications. Board member roles, in addition to the minimum requirements listed in Section B, require the following per position:
- President: Board Officer. Serve as an Officer of the Organization. Have general active management of the business of the organization. Preside at meetings, sign contracts and all other functions as described in Article IV Officers, Section 4.06 of the By-laws.
 - Secretary: Board Officer. Take minutes at meetings of the Board of Directors and Planning Committee meetings, or designate an alternate to take minutes. Provide proper notice in advance of such meetings. Receive flagged background check information and forward to the Board Officers for review of reports with convictions. Receive all applications for positions and all other functions as described in Article IV Officers, Section 4.07 of the By-laws.
 - Treasurer: Board Officer. Keep accurate financial records for the Organization, deposit funds and issue checks in the name of the Organization. Attend scheduled Board and Planning Committee meetings. Oversee fundraising events, file tax statements and Annual Reports to the State of MN and all other functions as described in Article IV Officers, Section 4.08 of the By-laws. The Treasurer should have an accounting or general bookkeeping experience and undergo a more thorough background check.
 - Compliance Officer: Ensure the Organization complies with all of its outside regulatory requirements and internal policies. Attend scheduled Board meetings. Liaison between the Organization and the MN Council of Non-profits. The Compliance Officer should be detail-oriented and must reside in MN.
 - La Semana Representative: Attend Board meetings and represent the interest of the La Semana Program. Inform the Board of Directors of all pertinent information as it relates

to the operation of this Program. Additional position must be held by one of the following; the La Semana Camp Chair or La Semana Camp Co-Chair.

- Corazon Latino Representative: Attend Board meetings and represent the interest of the Corazon Latino Dance Troupe. Inform the Board of Directors of all pertinent information as it relates to the operation of this Program. Position to be held by the Corazon Latino Chair.
- Los Alumnos Representative: Attend Board meetings and represent the interest of the Los Alumnos Alumni group. Inform the Board of Directors of all pertinent information as it relates to the operation of this Program. Position to be held by the Los Alumnos Chair.
- Board of Directors Advisor: Serve in an advisory capacity when needed or requested by the Board of Directors. This is a non-voting position and does not require attendance at all Board meetings. Position must be held by a past Board Officer (ie: President, Secretary or Treasurer).

D. Interview/Screening process: After application receipt and prior to the Board of Directors application vote, applicants will be asked to meet with the current Board members at an upcoming PLAC meeting for an interviewing process to ascertain their suitability for and qualifications for that position. The interview/screening process will offer Board members the opportunity to learn more about the applicant and give the applicant the opportunity to learn more about the responsibilities required by a member of the Board of Directors.

E. Number and Term of Office and Board members: The number of Board members will not be less than three, but may be more, as determined by affirmative vote of a majority of the current Board of Directors. Board Officers are President, Treasurer and Secretary. Officers will serve for at least two years, all other Directors will serve for at least one year, and the same Board member may not serve in the same position for more than eight consecutive years. The Board of Directors will elect directors at the annual meeting of the Board of Directors, as described in Section 3.02 of Article III of the By-laws.

The PLAC Board of Directors adopted these Board of Director Requirements and Procedures on January 2020.