

## **Job Description - Board Member GKCPCC Executive Board**

### **Mission Statement:**

- Foster and maintain a close working relationship between mailers and the Postal Service.
- Share information about new and existing Postal Service products, programs, regulations, and procedures.
- Facilitate the interchange of ideas among mailers and Postal Service officials.
- Help members and their organizations grow and develop professionally through focused educational programs.
- Promote cooperation and support between members and the others who are dedicated to quality and efficiency in the mailing industry.

### **Responsibilities:**

The Executive Board of the Greater Kansas City Postal Customer Council shall consist of Postmasters from ZIP Code areas 640, 641, 660, 661, and 662 as assigned by the USPS Mid-America District Manager along with a minimum of ten (10) and a maximum of fifteen (15) members from the mailing community. The Board is organized to meet the Postal-related needs of the business community. It promotes networking, information communication, and education to help businesses use mail as an effective and efficient communication and fulfillment media for their customers.

Meetings are held on the second Thursday of each month, and Board members should be present at all meetings whenever possible. If a Board member misses three (3) meetings within twelve (12) months without notifying the Board, the Industry Chairperson will write the member, relieving him of membership on the Board, or the Postal Chairperson will discuss with the District Manager the appropriate action. In addition, each member is expected to serve on at least one committee. The standing committees chaired by Board members (but each containing members-at-large), are attached in detail with the descriptions of the committee responsibilities.

### **Qualifications and Term of Office:**

Industry candidates for Board membership must be active members of the Greater Kansas City Postal Customer Council. Any company interested in supporting the Council with leadership, time, and efforts should submit a resume of its candidates to any member of the current Board indicating its interest along with reasons for its interest at any time. Board terms run from January 1 of each year for four (4) years with one (1) additional year available if the Board member applies in writing to the Board of their desire to extend their term by one (1) year. The Board will then vote on that then must rotate off the Board for at least one (1) year.

Postal candidates for the Board membership continue on the Board until the time that they cease to be a Postmaster in the areas as noted above or the District Manager determines that they are no longer eligible to be on the Board.

### **Time Required:**

The time required may vary considerably throughout the year and from person to person. However, in general, the following rates approximate the amount of time a Board member would devote to Board affairs in a given year:

Board Meetings	2 - 3 hours / month
Committee Meetings	1 - 2 hours / month
Various Duties, Outside Above	1/2 - 3 hours / month