

**Title:** Board Member

**Description:** A member of the Board of Directors is responsible for ensuring that The Literacy Connection fulfills its mission by planning for the future, monitoring current operations and evaluating the organization by providing leadership, advice and policies to the staff and volunteers of the organization. Special emphasis is required in the areas of planning, fundraising, financial integrity and stewardship and the interpretation of the community's needs as they relate to the mission of the organization. A board member must fulfill the fiduciary responsibilities of the board of directors, making corporate decisions that protect the public interest, fulfilling commitments within an agreed upon deadline and being accessible, at least by telephone, to staff and other Directors as needed.

**Reporting:** Directors of the Board are appointed to the position by current vote of the Board for a three-year term. At the Annual Meeting, appointed Directors are elected by the Membership. The Directors report to the President of the Board.

**Responsibilities:**

- **Advance the mission of The Literacy Connection**
  - Actively promote the mission of The Literacy Connection, contributing ideas and expertise
  - Keep up-to-date on developments in the organization's field
  - Be informed about the organization's mission, services, policies, programs and staff
  - Serve as an advocate of the organization, informing others about the organization and work to enhance the organization's public image
  - Be knowledgeable of the tutor orientation program by attending a session and providing feedback
- **Select the Executive Director through an appropriate process**
  - Provide ongoing support and guidance for the executive director and staff
  - Annually review performance
- **Ensure effective organizational planning**
  - Determine and monitor the organization's programs and services
  - Participate in the development of a strategic plan to accomplish the mission, oversee its implementation and evaluate its success
  - Participate in appropriate educational events regarding nonprofit organizations
- **Actively participate in all board activities**
  - Review agenda and supporting materials prior to board and committee meetings
  - Attend by person or by phone regular and special Board Meetings and actively participate in the proceedings
  - Serve on a committee and periodically take on special assignments actively participating in related meetings
  - Suggest nominees to the board who can make significant contributions to the work of the board and to the organization
- **Ensure adequate resources**
  - Make a personal financial contribution to the organization
  - Solicit the financial support of others, including employers and friends
  - Share resources and talents with the organization including expertise, contacts for financial support and contacts for in-kind contributions
  - Manage resources effectively
  - Carry out the fiduciary responsibilities of the board, such as reviewing the organization's annual financial statements and receiving the auditor's report
- **Follow conflict-of-interest and confidentiality policies**