

BOARD OF DIRECTORS JOB DESCRIPTION

The Board of Director is the governing body of Neighborhood House, which carries the responsibility for guiding the present and future direction of the agency. There are four standing committees: Board Development, Planning and Evaluation, Finance, and Resource and Development. The committees and the Board as a whole play an important role in ensuring we fulfill our mission: To partner with individuals and families to build community and increase access to housing, health, education, and economic opportunity. We are specifically looking for people representing low income communities and early learning professionals.

MEMBERSHIP

At least 1/3 of the Board of Directors is composed of individuals representing low income communities, 1/3 are public officials or their designee, the remaining members are at-large. Non-voting youth interns may also serve.

RESPONSIBILITIES

- Review board packet prior to board meetings, attend and participate in board meetings and participate in at least one board committee.
- Gain general knowledge of the services Neighborhood House provides and informed on issues impacting communities served.
- Serve as a positive and enthusiastic ambassador from Neighborhood House to clients, staff members, and the community at large. Connect Neighborhood House to your network for potential partnership opportunities, donors, and board members.
- Review and approve budgets, annual audit, strategic plan, certain grant applications, etc.
- Ensure proper management of Neighborhood House's resources and management of risk.
- Hold organization accountable to fulfilling mission, strategic plan, and being responsive to community needs.
- Provide fundraising leadership by making a personal contribution, encouraging others to donate to Neighborhood House, and participating in NH fundraising activities.

QUALIFICATIONS

- Desire to work with people of diverse cultural, ethnic, and religious backgrounds;
- Ability to raise issues, ask questions and hold organization to highest ethical standards;
- A genuine desire to support the agency mission; and
- Expertise in areas that support organizational oversight, strategy, partnerships, resource development, advocacy, or communications. Examples include background in finance, law, early learning, social work, marketing/communications, or public policy;

OR

- Current or former client of Neighborhood House, or lived experience similar to those of our clients. Background could include having experienced poverty, refugee or immigrant status, or having experienced homelessness.

COMMITMENT

Board members commit to making Neighborhood House one of their top volunteer commitments. Additionally, board members are expected to make the following commitments:

- Serve up to two 3-year terms. Approximate time commitment is 2-4 hours per month including monthly board meeting and monthly committee meetings.
- Attend NH annual breakfast, NH fall fundraiser, and NH all staff event
- Attend one Policy Council Meeting per year (Policy Council is an elected body of parents that provide oversight to Neighborhood House's Child Development programs.)
- Commit to your own learning and professional growth as a board member. NH provides training during board meetings and access to relevant training provided in the community.

- Make a financial contribution to Neighborhood House at a level that is personally significant to you. Meals are provided at in-person meetings and reimbursement for child care and transportation are available for board members representing low income communities.

APPLYING

Anyone interested in volunteering for this position should complete our [Volunteer Inquiry Form](#) so that we can learn more about you.

For questions about this, or any other Neighborhood House volunteer positions, contact Janelle Losse, Volunteer Services Manager, at (206) 461-8430 ext. 2006 or janelle@nhwa.org.