

BOARD OF DIRECTORS JOB DESCRIPTION

The Board of Directors are unpaid volunteers that provide strategic direction, community connection, and oversight to Neighborhood House. There are four standing committees: Board Development, REAAL (Relationships, Education, Advocacy, Access, and Leadership), Finance, and Resource Development. The committees and the Board as a whole play an important role in ensuring we fulfill our mission: To build community and increase access to housing, health, education, and economic opportunity.

MEMBERSHIP

At least one-third democratically selected members representing clients served by Neighborhood House; one-third local elected officials (or their representatives); and the remaining membership is at-large.

RESPONSIBILITIES

- Review board packet prior to board meetings, actively participate in board meetings, and participate on at least one board committee.
- Gain general knowledge of the services Neighborhood House provides, stay informed on, and elevate issues impacting communities served.
- Serve as a positive and enthusiastic ambassador for Neighborhood House to clients, staff members, elected officials, and the community at large. Connect Neighborhood House to your network for potential partnership opportunities, donors, and board members.
- Ensure proper management of Neighborhood House's resources and management of risk.
- Hold the organization accountable to fulfilling mission, values, 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.
- Desire to support the agency's mission, vision, and values.
- 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.
- Lived experience that can inform the work of Neighborhood House.

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 at least 8 of 11 meetings including the annual board retreat.*
- Attend NH fundraising events, and occasional all staff events
- 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.

**NH can provide support for childcare, transportation or technology if that is a barrier to participation.*