

Board Member Job Description

Members shall support the organization by raising money, bringing contacts to the organization, and acting as ambassadors to the community. Members provide governance by protecting the public interest, assessing the performance of the Executive Director, ensuring compliance with legal and tax requirements, and evaluating the organization's work.

Qualifications:

- A strong, independent individual who also contributes effectively as a team member of the Board and its Committee.
- Forward thinking and with a knowledge of potential changes and trends facing the future of the industry.
- Be free of any conflict of interest that would violate any applicable law or regulation or interfere with the proper performance of the responsibilities of a director.
- Be willing and able to devote sufficient time to the affairs of the Organization and be diligent in fulfilling the responsibilities of a director and Board committee member.

Governance Duties:

- Serve as a trusted advisor to the Executive Director as s/he develops and implements EPDSC's strategic plan.
- Review outcomes and metrics created by EPDSC for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; review agenda and supporting materials prior to board and committee meetings.
- Approving EPDSC's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Contribute to an annual performance evaluation of the Executive Director.
- Assisting the Executive Director and Board President in identifying and recruiting other Board Members.
- Partnering with the Executive Director and other board members to ensure that board resolutions are carried out.
- Serving on committees or task forces and taking on special assignments.
- Representing EPDSC to stakeholders; acting as an ambassador for the organization.
- Ensuring EPDSC's commitment to a diverse board and staff that reflects the communities EPDSC serves.

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Support Duties:

- Serve as active advocates and ambassadors for the organization and fully engage in identifying and cultivating the financial resources and partnerships necessary for the organization to advance its mission.
- Leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission.
- Attend fundraising events and activities sponsored by the EPDSC.
- EPDSC Board Members will consider EPDSC a philanthropic priority and make annual gifts that reflect that priority.
- Commit to an annual gift of \$600 annually for the length of your term. It is our goal to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.
- Commit to securing additional donations in the amount of \$2,000 in the first year and \$5,000 in the second year through either in-kind or direct monetary support.

Term: 2 years, with option to renew for 2 additional years

Attendance: Five meetings a year and participation EPDSC sponsored events and activities