

## ***The LGBT Resource Center for the Seven Rivers Region, Inc.***

### **Board Member Job Description**

**Title:** Member, Board of Directors, The LGBT Resource Center for the Seven Rivers Region, Inc. (the “Center”)

**Reports to:** Board chair

**Purpose:** To serve the public interest by participating in the Center’s board’s efforts to effectively pursue its mission; to develop policies and procedures to govern the operations of the Center; and to monitor the Center’s finances, programs and performance.

**Term** Two years

#### **Individual Board Member Duties and Obligations**

- Attend board and committee meetings
- Demonstrate commitment and provide support to the Center’s staff through engagement and attendance at special events and activities
- Represent the Center to the public, businesses and the community
- Educate yourself about the programs of the Center
- Assist in recruiting new board members
- Actively participate in fundraising activities
- Make a personal financial gift
- Contribute skills, knowledge and experience, as appropriate
- Assume leadership roles in board activities, as appropriate
- Follow conflict of interest and other organizational policies
- Be well-informed and prepared for meetings
- Be open to diverse perspectives

#### **Expected Meeting Attendance**

- Regularly scheduled board meetings (monthly)
- Meetings of committees and task forces on which you serve (varies depending on the committee)
- Board retreats, planning sessions and board development workshops (scheduled as needed)
- Organizational events

*Drafted Jan. 11, 2014, CLK*