



# POSITION DESCRIPTION

## BOARD OF DIRECTORS MEMBER

### OUR MISSION

To promote personal development of youth through positive one-on-one role modeling.

### OUR VISION

The Friends Program supports the power of volunteerism through friendships between adults and elementary school-age children. The program provides the opportunity for Adult Friends to develop leadership and communication skills and for Little Friends to experience and develop healthy relationships.

### OUR CORE VALUES

- Educational Success
- Healthy Relationships
- Greater Confidence
- Stronger Communication Skills

### OUR CULTURE

We are committed to providing a welcoming, safe, and inclusive environment where all people feel empowered and respected.

### OUR COMMITMENTS

- Welcome all youth, families and potential volunteers of all races, gender identities, and sexual orientations into our program.
- Work to ensure that our community partners, sponsors, and donors align with our core values and culture.
- Provide support to Big and Little Friends (Matches) with conversations, education, resources, and training from the initial inquiry into the program until the conclusion of the Match.

### PRIMARY RESPONSIBILITIES OF THE BOARD OF DIRECTORS

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- Determining the mission and purposes of the organization
- Selecting, supporting, and evaluating the performance of the Executive Director
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring the organization's programs and services
- Enhancing The Friends Program of Kearney's public image
- Assessing its own performance as the governing body of The Friends Program of Kearney

### PRIMARY RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to:

- Know the organization's mission, vision, core values, commitments, organizational culture, policies, programs, and needs.
- Faithfully review the organization's financial statements and meeting minutes discussed at board meetings.
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for The Friends Program of Kearney to advance its mission.
- Leverage connections, networks, and resources to develop collective action to fully achieve The Friends Program of Kearney's mission.
- Consider giving a meaningful personal financial donation.
- Help identify personal connections that can benefit the organization's fundraising and reputational standing and can influence public policy.
- Prepare for, attend, and conscientiously participate in board meetings.
- Participate fully in one or more committees.
- Follow the organization's bylaws, policies, and board resolutions.
- Sign an annual conflict of interest disclosure and update it during the year, if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- Maintain confidentiality about all internal matters of The Friends Program of Kearney.

### **COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

The Friends Program of Kearney honors the dignity and value of all people and perspectives. The Friends Program of Kearney is an equal opportunity organization and does not discriminate on the basis of race, color, religion, creed, age, sex, gender, pregnancy, national origin or ancestry, genetic information, marital status, veteran status, gender identity or expression, political affiliation, disability, or any other characteristic protected by law.

### **HOW TO APPLY**

Please complete a Board Member application at <https://friendsprogram.net/forms/board-application.html>.