



Board Member Job Description

THE POSITION

As a member of this board, you will help steer and govern the kidznotes mission and positively impact the lives of hundreds of children and their families in our community. You are expected to serve as an active advocate for kidznotes while fulfilling your core responsibilities as a board member, which are enumerated below. Kidznotes is a North Carolina 501(c)(3) nonprofit corporation that is governed by a board of directors. The Kidznotes board of directors seeks talented individuals who are willing to share their valuable time, professional experience, network, and passion as board members. As a Kidznotes board member, you are expected to attend all board meetings (typically 6 per year), engage openly in constructive dialogue during board meetings, collaborate effectively with other board members, participate in at least one board committee, and commit to making financial contributions, as you are able, to support the longevity and impact of Kidznotes in our community. The time commitment is between 1-2 hours per week, plus 2 additional hours per board meeting, or on average 90 hours per year.

CORE RESPONSIBILITIES

- Serve as a public advocate for Kidznotes, raising awareness about who we are, what we have done, and what we do to make a difference in our community.
- clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community. Use every tool available to increase visibility in the community - personal networks, social media, etc
- Where possible, form strategic alliances with other like minded nonprofits - collaborate and be invited to events and invite fellow board members to events, as appropriate
- Actively participate in and drive fundraising for Kidznotes with the goal of creating long term sustainability of funding
- Volunteer for projects and seek ways to actively participate in projects. Ask frequently what you can do to help as a board member and follow through on commitments in a timely manner
- Be willing to leave your comfort zone and push yourself to do more than you are individually comfortable with to create growth for Kidznotes and yourself as a leader
- Provide proper financial oversight. Assist in developing OR reviewing the annual budget and ensuring that proper financial controls are in place.
- Ensure legal and ethical integrity and maintain accountability. The board is ultimately responsible for ensuring adherence to legal standards and ethical norms.
- Write, edit, and approve governance documents unique the organization, such as Gift Acceptance, Cash Management, Succession, Incident Response/Crisis Management, etc.
- Actively participate in the annual planning process and assist kidnotes, where needed, in implementing the plan and measuring the performance against the plan.
- Recruit and orient new board members and assess board performance. Articulate prerequisites for candidates and orient new members.
- Determine, monitor, and strengthen the organization's programs and services, such that programs are consistent with the organization's mission.



- Support the chief executive and assess his or her performance. Ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.

SUCCESS MEASURES AND KEY PERFORMANCE INDICATORS

- Board Meeting Attendance and Committee participation
- Financial impact (both through direct donations and influenced donations)
- Annual 360 performance review from peer board members

DESIRABLE SKILLS AND QUALIFICATIONS

- Experience in a leadership or management role
- Demonstrated commitment to Kidznotes through prior committee or volunteer project leadership
- Strong communication skills; oral, written and presentation modalities
- Intermediate financial and operational understanding relative to non-profit business models