



**Board Member Job Description**

<b>Position:</b>	Board Member
<b>Reports to:</b>	Board of Directors
<b>Minimum Hours:</b>	5 hours a month
<b>Term Length:</b>	3 years with the option of serving one additional term

**Position Overview**

The mission of Project Hope is to support, educate and provide confidential advocacy to individuals affected by relationship violence, child abuse and/or sexual assault. While day-to-day operations are managed by the Executive Director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. As a partner to the Executive Director, board members will support and sustain the work of Project Hope, and provide governance leadership.

**Leadership, Governance and Oversight**

- Serving as a trusted advisor to the Executive Director as they implement the strategic plan;
- Reviewing outcomes and metrics created by Project Hope for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics;
- Reviewing agenda and supporting materials prior to board and committee meetings;
- Approving Project Hope’s annual budget, financial reports, and material business decisions, being informed of and meeting all legal and fiduciary responsibilities;
- Contributing to an annual performance evaluation of the Executive Director;
- Assisting the Executive Director and Board President in identifying and recruiting additional Board Members;
- Partnering with the Executive Director and other board members to ensure that board resolutions are carried out;
- Serving on committees and taking on special assignments, completing them thoroughly and on time;
- Representing Project Hope to stakeholders and acting as an ambassador for the organization;
- Ensuring Project Hope’s commitment to a diverse board and staff that reflects the communities Project Hope serves

**Contributions**

- So that Project Hope can credibly solicit contributions from foundations, organizations, and individuals, Project Hope expects to have 100 percent of Board Members make an annual contribution that is meaningful to each board member.
- Board members must have a commitment to fundraising.
- Service on Project Hope’s Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members’ duties.

**Board Terms and Participation**

- Project Hope’s Board Members will serve a three-year term to be eligible for re-appointment for one additional term.
- Board meetings will be held monthly, and committee meetings will be held at the direction of the committee chair.
- Each board member must attend 75% of the regularly scheduled board meetings throughout the year.

**Qualifications**

- Extensive professional experience with significant leadership accomplishments in business, government, philanthropy, or the nonprofit sector;
- A commitment to and understanding of Project Hope’s beneficiaries;
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals;
- Personal qualities of integrity, credibility, and a passion for improving the lives of Project Hope’s beneficiaries.