SEEDS OF KNOWLEDGE INC.

**DOCUMENT NAME: Job Description**

**POSITION TITLE: Board Member**

**SUMMARY: A Board member actively participates in fundraising. He/she assists in formulating goals and objectives, identifies and responds to organizational needs, makes policy and develops the procedures for organizational work.**

**SELECTION PROCESS: Recommended by the Nominating Committee;**

**Confirmed by the Board of Directors.**

**TIME COMMITMENT: Two-year term. Member will self-evaluate commitment at the end of two years and decide if he/she will continue to remain on the Board.**

**RESPONSIBILITIES:**

* **Ensure that the By-laws are followed in the organization and the rules, regulations and policies prescribed by the Board of Directors are endorsed and supported.**
* **Assist in developing a strong fundraising program for the organization and participate in strategic/long range planning and implementation of plans.**
* **Review and approve all budgets and financial reports to ensure the organization is accurately reporting its financial activity; arrange the annual audit.**
* **Support the organization’s advocacy and programmatic efforts to deliver its mission.**
* **Network for the organization in the community; continually seek new resources for the organization.**
* **Assist in identifying new volunteer leadership for the organization by suggesting candidates for the Board and Committees.**
* **Exercise strong leadership in making sure that all decisions are sound and that they are made with the best interests of the organization in mind.**
* **Support the organization with a suggested minimum annual contribution and / or facilitation of** **$1,000.00.**

**Board of Directors Member Agreement**

Seeds of Knowledge Inc. Board of Directors is a vital link for the organization to its members and to the Community. As a member of the Board of Directors, I understand that I have several responsibilities that are legal, ethical and fiduciary, and I agree to honor the public trust that is invested in Seeds of Knowledge Inc.

To support the mission of Seeds of Knowledge Inc., I agree to:

* Oversee Seeds of Knowledge Inc.’s organizational structure by evaluating the executive director annually, establishing and approving the organization’s policies and procedures, and approving the organization’s strategic and annual plans.
* Monitor the organization’s financial condition on a regular basis, including planning and approving Seeds of Knowledge Inc.’s annual budget; ensuring that an annual audit is conducted in accordance with generally accepted accounting principles; and raising funds through public and private sources to support the organization’s mission.
* Become familiar with policies and procedures of Seeds of Knowledge Inc. approve these policies and procedures in accordance with the organization’s governing by-laws, and ensure that the organization is in compliance with tax and regulatory procedures of state, and federal regulatory bodies.
* Participate in accessing and acquiring resources for Seeds of Knowledge Inc. including identifying and soliciting sources for cash and in-kind contributions through a variety of fund- raising and prospective donor cultivation methods (which may include phone calls, foundation and government grant application development, and corporate and individual contact). I will make an annual personal contribution that is significant in view of my personal circumstances (suggested minimum is $1,000.00). This donation can be covered by corporate or foundation gifts that I might secure on behalf of the organization.
* Be actively engaged in the work of Seeds of Knowledge Inc. specifically attending regularly scheduled board meetings; participating in programs and events, taking part in any board planning retreats; and energetically serving on at least one board committee. I will work with my fellow board members to ensure that I understand the operations of Seeds of Knowledge Inc. and that I contribute my experience and expertise accordingly. I will strive to operate ethically in all matters.

Board Member Signature Date

Board Member Name Printed

**Seeds of Knowledge Board of Directors Application**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First M Last Preferred Name (if applicable)

**Residence**

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of business or organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary service(s) and area/population served: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please list boards and committees that you serve on, or have served on** (business, civic, community, fraternal, political, professional, recreational, religious, social).

Organization Role/Title Dates of Service

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Education/Training/Certificates

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**Optional** – Have you received any awards or honors that you’d like to mention?

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**How do you feel Seeds of Knowledge would benefit from your involvement on the Board** (max 200 words)**?**

**Skills, experience and interests** (Please circle / bold all that apply)

Finance, Accounting

Personnel, Human resources

Administration, Management

Nonprofit experience

Community service

Policy development

Program evaluation

Public relations, communications

Education, instruction

Special events

Grant writing

Fundraising

Outreach, advocacy

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of Seeds of Knowledge:

Please tell us anything else you’d like to share:

**Thank you for applying**