

Board of Directors Job Description

Community Center of Hope's mission is to be a compassionate community partner, helping people of all ages achieve a better quality of life. The focus of the pantry is to provide food and personal hygiene items for those in need in Marathon County, WI. For more information about our organization, please visit Community Center of Hope's website at www.cchope.net

Position

The Board will support the work of Community Center of Hope and provide mission-based leadership and strategic governance. While day-to-day operations are directed by Community Center of Hope's Executive Director (ED), the Board-Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities may include:

Leadership, governance and oversight

- Serving as a trusted advisor to the Executive Director as s/he develops and implements Community Center of Hope's strategic plan
- Reviewing outcomes and metrics created by Community Center of 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 Community Center of Hope's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the ED
- Assisting the ED and board president in identifying and recruiting other Board Members
- Partnering with the ED and other board members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Representing Community Center of Hope to stakeholders; acting as an ambassador for the organization
- Ensuring Community Center of Hope's commitment to a diverse board and staff that reflects the communities Community Center of Hope serves

Fundraising

Community Center of Hope Board Members will consider Community Center of Hope a philanthropic priority. So that Community Center of Hope can credibly solicit contributions from foundations, organizations, and individuals, Community Center of Hope hopes Board Members will consider contributing annually in a way that is commensurate with their capacity.

Board terms/participation

Board meetings will be held monthly and committee meetings will be held as appropriate to the committee.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about Community Center of Hope's mission and who has a vested interest in board leadership. No specific experience/background is required to participate as a Board Member.

Service on Community Center of Hope's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.