



Coordinator of the Board of Directors

Role and Responsibilities

About Build 2 Lead

Build 2 Lead's (B2L) mission to empower, engage, and educate – to lift collective skills and social capital amongst young people and their home communities so they can interact with, and advocate to change, the systems that historically limit them. We offer programming for youth, families, educators, and communities.

B2L is a 501(c)3 organization. We offer services that impact the community, schools, and the juvenile justice system. Our learning modules and building blocks teach and prepare our youth for a better future. Learn more at build2lead.org.

Being the Board Coordinator

B2L's Board of Directors is the governing body overseeing the vision, mission, and internal operations of the organization. B2L's members are elected for two-year terms. Board members hold overall fiscal and managerial oversight responsibility for B2L. They are charged with the supervision and oversight of B2L's mission. They are responsible for making decisions, delegating work, and assuring decisions are carried out as intended. Ultimately, board members serve as ambassadors for B2L's mission, inside and outside of organizational commitments.

The Board Coordinator is primarily responsible for enabling board member engagement in B2L community activities, coordinating the recording of board meeting minutes and maintaining organizational documents and records in addition to their board member-at-large responsibilities in accordance with the B2L bylaws.

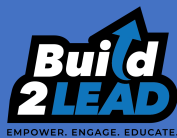
Qualifications for service

- Commitment to furthering B2L's mission: to empower, engage and educate
- Interest in and willingness to support B2L's goals and objectives
- Ability to easily use email and other technology, such as cloud services
- Commitment to open and honest communication
- Able to fulfill the role for a two-year term

WHAT YOU'LL DO:

As Board Coordinator:

- Enable board member engagement in B2L community activities.
- Coordinate Board community building with support from the co-chair.
- Maintain board records and ensure effective management of the organization's records.
- Manage board meeting minutes: Collect and send a draft of the minutes to the Chair for approval and then send it to the rest of the Board. Minutes should reflect the activities of meetings objectively, without unnecessary commentary. They should include the following information:
 - Who is present and absent
 - Agenda
 - Items discussed
 - Key issues raised
 - Votes and action items, and



BUILD 2 LEAD: BOARD MEMBER DESCRIPTION

- Any other relevant information
- Ensure minutes are distributed to members shortly after each meeting.
- Maintain sufficient familiarity with legal documents (articles, by-laws, IRS letters, etc.) to reference when necessary in board meetings.
- Maintain a chart of board terms, including starting and ending dates for each Board member.
- Work with the executive director to ensure all decisions and documents are consolidated for record-keeping purposes.
- In the absence of the Secretary at any meeting, a board coordinator *pro tempore* shall be appointed by the presiding Officer.

Shared responsibilities of all members of the board:

- Determine mission and purpose. It is the board's responsibility to create and review a statement of mission and purpose that articulates the B2L's goals, means, and primary constituents served.
- Select the executive director. The board must reach a consensus on the executive director's responsibilities and undertake a careful search to find the most qualified individual for the position.
- Support and evaluate the executive director. The board should ensure that the executive director has the moral and professional support they need to further the organization's goals.
- Ensure effective planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
- Ensure adequate financial resources. One of the board's foremost responsibilities is to provide adequate resources for B2L to fulfill its mission.
- Protect assets and provide financial oversight. The board must assist in developing the annual budget and ensure proper financial controls are in place.
- Build a competent board. The board has a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate its performance.
- Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.
- Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

HOW TO APPLY

Email your resume and cover letter to: info@build2lead.org

Please include 2 professional references.

B2L provides equal opportunities and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.