



Co-Chair of the Board of Directors

Role and Responsibilities

About Build 2 Lead

Build 2 Lead's (B2L) mission is 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 Co-Chair

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.

Board Co-Chair(s) play a meaningful role as B2L's chief volunteer officer of the board. These roles are valued partners to the Executive Director. The primary responsibility of the board co-chair(s) is to lead the board by engaging individual board members to work collectively. This includes facilitating board meetings, showing strong leadership, and supporting and supervising the executive director, all while following best governing practices. This also includes representing the board in the community and at B2L events.

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 co-chair:

- Serve as the contact point(s) for individual board members on board issues.
- Support coordinator on board engagement activities.
- Works with the board and executive director to set strategy, goals, and objectives for the board and ensures they are met.
- Ensures all board members are involved in committee activities and assigns committee chairs.
- Motivates board members to attend meetings and actively participate.
- Encourages evaluations of the executive director.
- Raises contributed income and supported development efforts.
- Maintains visibility in the community.



BUILD 2 LEAD: BOARD MEMBER DESCRIPTION

- Create a purposeful agenda in collaboration with the executive director and implement it.
- Know how to run an action-based meeting.
- Engage each board member in deliberation.
- Ensure appropriate voting processes are in line with the organization's governance model.
- Address board concerns and negatively impacting behavior during meetings.
- Support the board with succession planning by recruiting members and formal board positions. Helps to retain current board members.
- Work with co-chair(s) and vice-chair to best organize needs for role and board.

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.