



Access of West Michigan Volunteer Board Member Position Description

Position Title: Volunteer Board Member

Length of Term: Three years (up to three terms)

Reports To: Entire Board of Directors

WHO WE ARE

Access of West Michigan (Access) is a faith-based 501(c)3 nonprofit organization located in Grand Rapids, Michigan. Celebrating the activity of God in our midst, this mission of Access is to strengthen and develop wholistic solutions to poverty by cultivating equitable systems through education and collaboration.

YOUR OPPORTUNITY

Board members at Access provide essential support, oversight and strategic guidance. They are charged with making decisions and providing guidance that will uphold the integrity of Access' mission.

We are seeking board members who are committed to addressing poverty in our area and/or have direct experience with issues of poverty. We are particularly excited about candidates that have served on nonprofit boards or have expertise in accounting, board development, board governance, fundraising, human resources, information technology (IT), law, strategic planning.

Access is comprised of a minimum of 12 board positions. Board officers include a Board Chair, Secretary, and Treasurer. We are seeking applications on an ongoing basis and will discuss potential candidates at our bi-monthly board meetings.

To further our commitment to fostering an environment that represents the diversity of the community we serve, all qualified applicants will receive consideration for our board without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status. We strongly believe our mission is best achieved through a wide variety of perspectives at all intersections of the human experience.

Duties

The board of directors is legally and ethically responsible for all activities of the organization. To that end it:

1. Determines how the organization will carry out its mission through long and short-range planning
2. Adopts an annual budget and provides fiscal oversight
3. Recruits, orients, and develops board members
4. Hires and evaluates the performance of the co-executive directors
5. Evaluates the boards performance and overall performance of the organization in achieving the mission
6. Establishes policies for the effective management of the organization



Responsibilities:

- Understand and promote the organization's mission
- Be familiar with the organization's programs, staff, policies, and operations.
- Commit to and uphold an anti-racism posture throughout all levels of organizational involvement
- Attend board meetings and appropriate committee meetings
- Actively serve on at least one committee and offer to take on special assignments
- Review agenda and supporting documents prior to meetings
- Make an annual contribution to the organization commensurate with ability
- Participate in fund raising activities and special events
- Strictly adhere to conflict of interest policies
- Strictly adhere to confidentiality policies

Time Demands (approximate):

- Attend and actively participate in at least 5 of the 6 board meetings held annually (9 hours annually)
- Attend and actively participate in committee meetings and related work (2-4 hours per month as determined by the committee)
- Attend and actively participate in the annual strategy meeting (approx. 4 hours)
- Attend special events such as fundraisers or staff/board gatherings (approx. 10 hours annually)
- Attend new board member orientation once (approx. 2 hours)
- Meet with potential donors/funders to make a case for funding the organization, answer questions, etc. (approx. 10 hours annually)

Financial and Resource Development Expectations:

- Make an annual gift "commensurate or significant according to your circumstance" to the organization (in order to achieve 100% board giving)
- Promote Access events/activities via your networks
- Perform some direct fund development activities including donor phone calls and identifying or meeting with donors as appropriate
- Recruit sponsors and volunteers for events, as needed

**Think you're a phenomenal fit for us or interested in learning more?
Submit cover letter and resume to info@accessofwestmichigan.org**