



BOARD DIRECTOR JOB DESCRIPTION

Job Title: Board Director

Purpose: To contribute to the fiscal health and success of FIRE through providing leadership, direction, and oversight. To maximize FIRE's ability to achieve its mission effectively, ethically, and compassionately through respectful adherence to one's fiduciary duties and leadership capabilities.

Responsibilities: Board Directors are responsible for the following:

- A. Long-range planning The Board formulates and evaluates long-range planning. The Board assesses how changing local and national events affect FIRE's work, and proactively establishes FIRE vision, direction, and programming. The Board challenges each other to anticipate future changes and think creatively about solutions that could assist FIRE in responding to the ever-changing climate facing nonprofit organizations.
- B. Setting, reviewing, evaluating FIREal policy The Board ensures that FIRE's programming is meeting its statement of mission, and that the mission statement continues to be appropriate and real.
- C. Ensuring fiscal accountability The Board approves and closely monitors FIRE's expenses and income. The Board works to ensure that all FIRE's resources, including the time of volunteers, staff, and money, are used wisely.
- D. Ensuring fiscal continuity The Board is responsible for the recruitment, development, retention, and continuity of effective and ethical leadership within the board and staff to insure robust, accountable, and stable operations.
- E. Staff relations The Board hires and evaluates the performance of the Executive Director. The Board, through the Executive Committee, is the final arbiter of internal staff grievances. Each Board member is responsible for maintaining good staff-board relationships. FIRE volunteers are considered staff and instrumental in the execution of overall mission.
- F. Fundraising The Board is responsible for the continued funding and financial health of FIRE. Members of the Board serve as ambassadors to the community. Each Board member has two fundraising responsibilities: giving a personally meaningful contribution and raising money for FIRE.

Qualifications: Board members must be committed to progressive grassroots social change and working in partnership with a wide variety of people in support of FIRE's mission. Additionally, each Board member should bring expertise appropriate to one or more of FIRE's program areas of Development, Grantmaking, Programming or Capacity Building.

Time Commitment: FIRE Board of Directors meets a minimum of twelve times a year. The Board meets monthly at Central Presbyterian Church on the first Sunday from 12:30 p.m. to 2:30 p.m. Besides the Board, each Director serves on one FIRE program department and assists with the duties of that program. (See separate job descriptions) A Board term is three years. Board membership requires 6-10 hours a month.

Benefits:

- A. Participating in a unique organization supporting and furthering the work of grassroots social change through arts education, adult, family, and child literacy, and community building.
- B. Developing and enhancing skills in development, grantmaking and organizational capacity building.
- C. Gaining knowledge of social change movements and grassroots organizations addressing issues of economic, racial, and social injustice.
- D. Developing meaningful relationships with a diverse group of committed individuals including adult learners and their families, volunteers, activists, donors, and community professionals.