



BOARD MEMBER JOB DESCRIPTION

Board membership allows the volunteer to assist in guiding our organization in meeting its mission. This entails supporting the Executive Director in meeting the organization goals, providing organizational oversight, fundraising, and strategic planning. Board members are also asked to take an active role in supporting the organization and becoming ambassadors for BACN in the community! BACN was established in 1981 by Sister Ann Weltz and her founding partner volunteers, and we need you to build on that legacy as a part of our dedicated team.

General Oversight

- Understand and review BACN's mission, vision and values, and programs
- Active maintenance and delivery of a strategic plan
- Advocate for, and promote, BACN
- Familiarity with the organization's staffing structure
- Hire, support, and annually evaluate the Executive Director
- Recruit and onboard new board members
- Create and implement board policies and procedures
- Review the performance of the Board of Directors annually
- Provide oversight regarding legal contracts and concerns

Fiduciary Responsibility

- Follow the organization's bylaws, policies, and board resolutions
- Provide broad fiscal oversight, including the adoption of an annual budget
- Bi-monthly review of revenue and expenses
- Ensure that there is an annual fundraising plan in place and monitor the results
- Ensure compliance with periodic update of the organization's bylaws and organizational policies and procedures
- Review tax forms and audits
- Board members are expected to serve in a fiduciary capacity

Fundraising & Development

- Serve as active advocates and ambassadors to fully engage and identify the financial resources and partnerships to fulfill our mission
- Meet the minimum financial contribution by giving or getting \$5,000 annually
- Leverage connections, networks, and resources to identify and cultivate relationships with potential donors
- Solicit gifts, actively support the development campaigns, and offer personal acknowledgements to donors and volunteers
- Attend fundraising events and sell corporate sponsorships and tickets

Meetings and Committee Work

- Come prepared and actively participate in board meetings
- Volunteer on at least one board committee
- Maintain the confidentiality about internal matters of the organization

Length of Term

By agreeing to serve on BACN's board, you agree to participate for a three-year term.

Interested in learning more?

Email Tara Bartholomew, Executive Director at Tara@bayareacrisisnursery.org