

**SUPPORTERS OF CHILDREN
BOARD MEMBER POSITION DESCRIPTIONS
08.29.2022**

EXPECTATIONS OF THE BOARD AS A WHOLE

- Determine the mission and purposes of the organization
- Strategic and organizational planning
- Ensure strong fiduciary oversight and financial management
- Fundraising and resource development
- Approve and monitor SOC's programs and services
- Enhance SOC's public image
- Assess its own performance as the governing body of SOC

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

- Know and uphold the organization's mission, policies, programs and needs
- Faithfully read and understand SOC's financial statements
- Serve as active advocates and ambassadors for SOC
- Fully engage in identifying and securing financial resources and partnerships necessary for SOC to advance its mission
- Identify and secure new and diverse board members and volunteers
- Leverage connections, networks, and resources to develop collective action to fully achieve SOC's mission
- Give an annual, meaningful, personal financial donation by December 31st of each year
- Help identify personal connections that can benefit the organization's fundraising, reputational standing, and can influence public policy
- Send SOC newsletters to a minimum of 15 personal/professional/family contacts
- Prepare for, attend, and conscientiously participate in board meetings
- Assume a board position and/or participate fully in one or more committees

PRESIDENT

- Ensure SOC's activities are compliant and in furtherance of its mission
- Monitor and assess SOC's programs (including their impact)
- Monitor and assess sound and compliant financial management practices (including budgeting)
- Collaborate with all other board members
- Ensure effective external communications about the organization and its mission, priorities, importance, programs, and activities
- Champion the organization and advocate for its mission to internal and external stakeholders
- Lead the organization's planning processes
- Ensure legal compliance is being made (including all required filings) and sound risk management practices are being followed
- Set agenda for board meetings

SECRETARY

- Record the following when taking minutes:
 - type of meeting
 - date and time
 - location
 - attendee names
- Manage approval of previous meeting minutes
- Call for motions and votes
- Manage meeting adjournment time and signature
- Set consequent board meeting dates

- Maintain files, including the governing documents, key governance policies, minutes of board meetings, and any written consents

TREASURER

- Develop and enforce strong financial management policies
- Collaborate with Mary Grange (Bookkeeper) for recordkeeping
- Ensure accurate and complete financial reporting and proper maintenance of financial records
 - IRS reporting
 - financials for other fiduciary partners
- Keep a calendar of filing requirements and deadlines and have clear assignments (with backups) to help ensure they are all met in a timely manner
- Maintain Secretary of State annual filings
- Maintain SOC website & domain registration
- Maintain banking/credit card payments and accounting
- Write checks and make credit card payments for funding
- Maintain financial responsibilities, accounts payable/receivable
- Report at Board meetings

COMMUNICATIONS MANAGER / SOCIAL MEDIA MANAGER (social media manager reports to communications manager; two people)

- Develop, implement, and manage SOC's social media strategy and content (Facebook, Twitter, Instagram, YouTube, and LinkedIn)
- Work closely with the Donor Relations manager to create a Donor Communication Calendar
- Maintain newsletter
- Help to determine what events/news SOC needs to communicate
- Set objectives and outcomes for each type of communication
- Determine target audience
- Measure the success of every social media campaign (How?)
- Familiarity with web design and publishing preferred
- Update and manage website - work with Roscoe as needed
- Research Wikipedia page setup, periodic monitoring & updating
- Report at Board meetings

DONOR RELATIONS

- Expand existing donor base by researching potential donors, foundations, corporations, small businesses and other development opportunities
- Grow SOC email list from donors
- Create a Donor Communication Calendar
- Work closely with Social Media Manager to coordinate and execute online fundraising campaigns
- Create and update collateral materials to support gift cultivation, including both print and electronic media (business cards, flyer, SOC socks, etc)
- Create and maintain relationships with individual and corporate donors, including acknowledgment and recognition (Prepare gift acknowledgement letters, Board Thank You notes, New Donor Letters, Anniversary Cards and make Thank You calls)
- Represent the organization's mission to donors, potential donors, and other external stakeholders
- Approve all written fundraising and outreach materials
- Supervise fundraising event coordination
- Maintain database of donors, track gifts, and fulfill reporting requirements to all stakeholders
- Report at Board meetings

PARTNER LIAISON

- Identify primary and, if useful, secondary contact with partner organization
- Explain parameters of SOC funding to partner organization (ie, goods and services that SOC purchases directly on behalf of the recipient)

- Provide point of contact for questions and inquiries regarding possible funding needs of young person(s) identified by partner organization
- Present funding requests to SOC board for approval
- Communicate with SOC Secretary/Treasurer to assure funding request has been fulfilled
- Maintain spreadsheet entries into Funding spreadsheet on google docs detailing funding requests, response, dates, follow-up, etc.
- Urge contact at partner organization to provide follow-up stories
- Report on follow-up funding requests at SOC board meetings
- Maintain current log of funded youth “stories”, needs met, outcomes
- Request permissions from partner organization for brief synopsis of certain funding successes, anonymized, for use in SOC newsletters, donor thank you letters, etc.
- Prepare draft of synopsis stories for board approval

FLOATER

- Various tasks and assistance in support of Board Positions
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