



Sauvie Island Center Board of Directors Job Description

POSITION SUMMARY:

Sauvie Island Center Board Members oversee all aspects of this non-profit organization. The Board of Directors meets approximately 8 times during the year as a full Board. Each Board member also serves on at least one of our three committees – Executive, Program and Resource. These committees meet as needed, with approximately 3-4 meetings per year.

Board members are responsible for the financial health of the organization, and for ensuring that the organization is meeting the goals set forth in the strategic plan. Board members help to build and enhance the public profile of the organization. The Board also hires and reviews the performance of the Executive Director. For a complete list of Board responsibilities please see the Board Member Agreement.

TERM of SERVICE:

Appointment: Two year terms.

Nomination Process: Board Members are nominated and elected by the current Board of Directors.

Board Member Agreement: Board Members must agree to and sign Sauvie Island Center's Board Member Agreement, which outlines specific board member responsibilities and what members can expect in return from the organization.

EXPERIENCE & DESIRED SKILLS:

The Sauvie Island Center welcomes applications from individuals with interest and/or experience in the following areas:

- financial management,
- grant writing & reporting
- fundraising/ community outreach
- events/communications
- community health and nutrition
- administrative oversight/human resources
- sustainable agriculture and food systems
- youth education
- environmental education
- restaurant and other food related industries

Prior non-profit board experience is a plus!

The Sauvie Island Center is committed to supporting diversity, equity, and inclusion among our staff, volunteers, and those we serve. People of diverse backgrounds are encouraged to apply.

SPECIFIC RESPONSIBILITIES

- Board members are expected to participate in fundraisers and events, donor cultivation, and outreach activities.
- Board members are expected to attend board and committee meetings, and to prepare for meetings by reviewing pre-read materials in advance of the meeting.
- Every Board member is expected to make an annual contribution to the organization.
- Board members are expected to establish individual fundraising plans and work with existing board and staff to meet stated fundraising goals.
- Board Members should expect to dedicate approximately 5 to 10 hours per month, depending on the time year, to Sauvie Island Center activities.