



Board Member Job Description

Job Title: Passion Impact Board Member
Department: Board of Directors
Confirmation: Confirmed by Passion Impact Board Members on September 30, 2019
Description:

The work of the Board is to serve the organization through governance and on a working committee. This includes determining appropriate organizational performance, upholding fiduciary responsibility, guiding the direction of the organization, and maintaining the vision and mission of Passion Impact. The Board will exhibit the mission and values of Passion Impact as a strength that will help grow our community.

Mission

We engage youth in a lifelong exploration of career development through volunteerism and education.

Vision

PI sees a world where youth claim community engagement as a tool of connectivity, curiosity, growth and joy. We connect youth to community-based organizations that need youth as much as youth need them.

Values

Curiosity

Search for ways to continuously make your community and yourself better.

Connections

Recognize inherent and possible ways to collaborate with others.

Growth

Understand how to feed your gift of giving that will make your impact more meaningful.

Joy

Sustained sense of satisfaction in knowing that your efforts are meant to better your community.

Shared Board Responsibilities

Meetings

1. Prepares, attends, and contributes to monthly virtual Board meetings and quarterly in-person Board meetings.
2. Engages in 15 min. weekly phone calls with the ED.
3. Attends and contributes to annual in-person Board retreats for a weekend at the end of May or start of June.

2. Approves the job description and compensation of the ED.
3. Supports the ED and assesses their performance in collaboration with the Evaluation Committee.

Training

1. Receives Board on-boarding within the first month of being inducted.
2. Attends at least one DEI workshop annually.

Communication and accountability

1. Utilizes Slack as a means for communicating in writing and for virtual meetings.
2. Uses GivePulse to register and track attendance at meetings, events, or other volunteer events.

Finance

1. Approves the annual budget as submitted by the ED and Finance Committee.
2. Monitors budget and regular financial reports.
3. Ensures the proper internal controls are in place.
4. Submits any governmental required financial documents including, but not limited to: 990 and the CT-12.

Staff oversight

1. Hires, fires, disciplines, and manages the ED.



Resource Development

1. Ensures that there are financial resources, including either making personal donations, donor or funder introductions, writing grants, and/or serving on the Development Committee.
2. Supports the revenue generating corporate sponsorship of programs.
3. Serves as a bridge to the community in obtaining contacts for potential donors and sponsors.

Board Selection

1. Helps plan, set up, attend, and tear down Board recruitment events.
2. Helps recruit and network in the community any potential good fits for additions to the Board.
3. Fill any vacancies on the Board of Directors that may occur during the Board calendar year.

Compliance

1. Ensures the organization stays aligned with its mission and values in addition to complying with all federal and state laws.
2. Upholds all bylaws and training requirements mandated in the job description.

Leadership and Planning

1. Provides leadership of the organization with full authority and power granted to Boards of Directors of nonprofit corporations under the laws of the State of Oregon and the State of Texas.
2. Ensures legal and ethical integrity and maintains accountability.
3. Determines the organization's mission and goals with guidance from staff, volunteers, and the community.
4. Approves appointment of chairpersons of standing and special committees.
5. For each new Board member, a veteran Board member will play the role as a mentor.

Advocacy

1. Promotes PI in individual circles of influence and enhances the public image of PI.
2. Connects PI to areas of education, society, and civic engagement that tie to our mission.

Individual Board Member Responsibilities

Committees

1. If not an Officer on the Board, sits on at least one committee and attends regular meetings while remaining abreast of committee activities.
2. Delivers the committee's progress report at regular Board meetings.
3. After each Board meeting, reviews and communicates Board decisions affecting their committees.

Student Connection

1. Volunteers at least once per year with students in our programs.

2. Makes an effort to know students in our programs on a personal basis.

Inclusion

1. As per PI's Inclusion Statement, understands constituents to make the most equitable decisions to develop stronger community.