



Pajaro Valley Shelter Services

Job Description – Board Member

TITLE: Member, Board of Directors, Pajaro Valley Shelter Services

REPORTS TO: Board President

TERM: Two Years (Renewable each year, no limit of terms)

EXPECTED ATTENDANCE:

- Attends a minimum of 75% of all regularly scheduled monthly Board Meetings
- Attends all Board Committee meetings as appropriate for specified standing and ad-hoc Committees
- Attends occasional Board retreats, in-service workshops and other Board development activities.
- Attends and participates as needed in organization's special events (fundraising, house parties, appreciation events, etc.).

OBLIGATIONS OF THE BOARD:

- Establishes, reviews, updates Board policies and by-laws
- Hires and supervises the Executive Director
- Recruits, elects and develops new Board Members
- Sets and updates strategic and long ranges plans
- Authorizes and approves PVSS's annual budget and Audit
- Monitors organization's Fund Development Plan
- Reviews and approves monthly financial statements and monitors corporate finances
- Reviews and approves organization's operational policies (Personnel, financial, programmatic, investment and gifts).
- Provides personal financial support to PVSS in the form of a gift meaningful to the individual Board Member.

BOARD'S ROLES:

- Self-educates on issues of homelessness and human services and self-directs individual and collective learning and action.
- Leading by example, 100% of Board is engaged in personal giving. Exercising their unique, personal voice and passion for the mission, all Board members are expected to fearlessly use personal and professional clout/influence to generate beneficial relationships and funding for our PVSS sustainable future.
- Embraces and embodies the mission of PVSS; individuals and Board articulate in their own terms PVSS' value to the community.
- Establishes goals and self-directs outcomes around Board's contribution to governance, internal relations (programs, human resources), and external relations (fundraising, public relations, and marketing.)
- Governs itself at a high-level, self-directing Board recruitment, establishing and measuring against SMART goals, and regularly evaluating performance.
- Provides educated and challenging direction and feedback to staff.