



Board Member Description

POSITION: Board Member

TERM: Two (2) Years

BOARD MEMBER DESCRIPTION:

The IMPACT LA Board of Directors consists of volunteers who work collaboratively to advance the mission and vision of IMPACT LA.

IMPACT LA's mission is to enhance the lives of school-age scholars and their families, empowering them to lead productive independent lives within the community.

DUTIES:

- Become knowledgeable about the history, mission, vision and purpose of IMPACT LA.
- Make a personal financial commitment of \$100 or more annually.
- Be responsible for raising \$1,000 or more annually through fundraisers, campaigns and grants.
- Attend seventy-five percent (75%) of all quarterly board meetings and respond promptly to meetings, notices and requests.
- Work with the executive director to identify prospective members and donors.
- Visit at least one location where IMPACT LA programs operate and attend at least one event.
- Support and participate in at least one of IMPACT LA's fundraising initiatives.
- Perform other responsibilities assigned by the board chair and board.
- Commit to the work of the organization by serving as an officer or on one or more board committees:
 - **OFFICER - Secretary:**
 - Is a member of the Board
 - Maintains records of the board and ensures effective management of organization's records
 - Manages minutes of board meetings
 - Ensures minutes are distributed to members shortly after each meeting
 - Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings
 - **OFFICER - Treasurer:**
 - Is a member of the Board
 - Manages finances of the organization
 - Administers fiscal matters of the organization
 - Provides annual budget to the board for members' approval
 - Ensures development and board review of financial policies and procedures
 - **COMMITTEE - Sustainability**
 - Review and approve the organization's strategic plan and the setting of long-term goals.
 - Annually review and approve the organization's operating budget, quarterly and end of year financial statements.
 - Approve major actions such as capital expenditures and major program and service initiatives.
 - **COMMITTEE - Governance**



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- o Approve and adopt board policies, position description
- o Ensure that management has appropriate compensation and benefits package
- o Review compliance with relevant state and federal non-profit governing laws and policies affecting IMPACT LA.
- **COMMITTEE - Program**
 - o Annually review IMPACT LA's performance and implement the necessary steps to enhance IMPACT LA's performance.
 - o Get involved in advancing IMPACT LA's mission, goals and setting policy to guide staff and insure sound programs, fiscal and administrative management.