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**Seeds To Flowers, Inc.**

**General Board Member Job Description**

**Mission**

Seeds to Flowers, Inc empowers girls in low income communities through education, leadership and personal development.

**Position**

The Board will support the work of Seeds To Flowers, Inc., by partnering with the Executive Director to ensure the strategic governance of the organization.

**Board Member Responsibilities:**

**Leadership, governance and oversight**

* Advising the Executive Director (ED) in all issues related to the initial incorporation and federal tax exempt applications of Seeds To Flowers, Inc.
* Serving as a trusted advisor to the ED as s/he develops and implements Seeds To Flowers, Inc. strategic plan
* Supporting the fundraising plan created and implemented by Seeds To Flowers, Inc. Development Coordinator
* Contributing to an annual performance evaluation of the ED
* Assisting the ED in identifying and recruiting other Board Members
* Acting as an ambassador for Seeds To Flowers, Inc.
* Ensuring board diversity reflective of the communities Seeds To Flowers, Inc. serves

**Fundraising**

In addition to supporting the annual fundraising plan of Seeds To Flowers, Inc. Board Members will also commit to making annual gifts of no less than $250. This annual gift can be contributed as an out of pocket contribution, or a “get” in which the Board Member raises funds on their own to meet their financial commitment.

**Board terms/participation**

Seeds To Flowers, Inc. Board Members will serve a two-year term. Board Members will be eligible for re-appointment for second terms, but cannot serve for more than two consecutive terms in a row. If after serving two consecutive terms and a Board Member wishes to return to Board service, it will be at the discretion of the current board members. If a Board Member is voted off of the Board, they are ineligible to reapply for Board Membership.

Board meetings will be held every month during the first two years of organization.

**Qualifications**

Applicants should have demonstrated volunteer experience. A proven track-record of ability to form strategic alliances and make community connections is required.  Experience working with education institutions or educational leaders in some capacity is preferred. Applicants should also have an interest in – and some experience in – community organizing, advocacy, fundraising, and/or public policy reform. Experience working with government agencies is helpful.

\*Service on Seeds To Flowers, Inc.’s Board of Directors is unpaid and voluntary\*

**APPLICATION PROCESS:**

Interested applicants must complete the Board Application, located at the Seeds To Flowers, Inc.

website at: <https://seedstoflowers-inc.org/> and submit it, along with a current resume to:

Pamela Andrews

Executive Director

Email: pandrews@seedstoflowers-inc.org