



YOURPATH FOR ADULT LEARNERS  
701 Cathedral Road  
Suite 45 - 1203  
Philadelphia PA 19128-2111  
[www.YOURpathforadultlearners.com](http://www.YOURpathforadultlearners.com)  
484-416-1149  
YOURpath4adultlearners@gmail.com

## BOARD OF DIRECTOR POSITIONS

### What we are looking for:

We are looking for talented individuals to serve on our Board of Directors.

**Vice Chairman:** The Officer will assist the Chairman in performing the duties and responsibilities of the board. In addition to other responsibilities/duties, he/she will monitor the implementation of YOURpath's strategies relating to our quarterly and annual objectives/goals. He/she will also take on an active role in the fundraising and outreach efforts of the organization. The Vice-Chairman will take on the role as the acting Chairman in the board's Chairman's absence.

**Secretary:** The Secretary will work closely with the Chair of the Board and the CEO in the planning of board of directors and association meetings. The secretary of the board shall be responsible for ensuring: **Primary Duties:** Create and timely distribute the agenda for Board meetings; record and distribute the Board of Directors meeting minutes; create and maintain an up-to-date board planning calendar outlining matters to be on the board's agenda over the course of a year; maintain a full contact list of board members, appointment dates, term of appointments and board member bios etc.

**Board Members:** See essential job duties/functions.

### Essential Job duties/Functions for all Board of Directors and Board Members:

- Demonstrate a degree of knowledge and understanding about basic adult education and distance learning.
- Demonstrate knowledge and skills in the role occupied.
- Ability to collaborate effectively with all board members and officers.
- Willingness to take on and complete assignments.
- Attend all board meetings.
- Ability to meet deadlines.
- Demonstrate effective communication skills (written and oral).
- Participate in fundraising activities (i.e., grant research, host events, and soliciting donations/sponsorships).



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- Participate in community outreach activities.

### **Time Commitment and Expectations**

- Commit to 2 hours of attendance at board meetings, which will occur every quarter.
- Commit time to research grant opportunities.
- Commit time to participate in fundraising events.
- Commit time to community outreach activities.
- Commit to annual membership dues via personal or solicited donations and fundraising.

### **Qualifications**

- Meet the minimum preferred qualifications.
- Experience serving as a board member (preferred)
- Leadership experience and skills
- Knowledge about basic adult education.
- Ability to work effectively with others.
- Demonstrate a servant, collaborative leadership style.

### **Benefits**

- Make an impact in the field of experiential education.
- Professional and social networking.
- Share your skills and talent.
- Learn or develop new skills.
- Enhance your resume.
- Sharpen leadership skills.
- Support a worthy cause/mission.

If interested, please complete our online application:  
<https://yourpathforadultlearners.com/opportunities>. Thank you!