

Seattle Neighborhood Group

Member of the Board of Directors – Roles, Descriptions and Expectations

Mission Statement: Seattle Neighborhood Group educates, organizes and collaborates with residents, businesses, government entities and other organizations to create safer communities through equitable engagement with a focus on underserved populations.

Board of Directors - Purpose: To oversee the direction and policies of the Seattle Neighborhood group as well as advise, govern, and assist the leadership of Seattle Neighborhood Group in its mission.

Qualifications:

- Approximately 10+ years of professional experience working for non-profit, government, or for-profit entities OR possess a unique skill set that will help advance the mission and goals of SNG (e.g., a resident from one of our priority communities with a deep philanthropic history or other advantageous trait)
- An understanding of how non-profit organizations work, and the role that board members play in a non-profit organization. Alternatively, a strong desire and commitment to learn the same.
- The ability to articulate and demonstrate their interest, intention and dedication to SNG as a SNG board member
- A demonstrated commitment to community service
- A willingness to donate time or resources to SNG
- Personal and/or professional alignment with the missions and values of SNG

Major responsibilities:

- As needed, hire, orient, support and guide the Executive Director of SNG
 - Annually evaluate the Executive Director's performance
 - Assist, formulate and advise on policies, procedures, and direction of the SNG's
 - Participate in the recruitment, orientation and training of SNG's board of directors.
 - Participate, as needed, in SNG board committees and/or as an officer of the board
 - Ensure financial accountability, including adoption and oversight of the annual budget
 - Ensure SNG's legal and ethical integrity of rules, policies and laws
 - Promote SNG
 - Assist in fundraising and outreach efforts of SNG
 - Responsible for SNG's strategic planning in conjunction with SNG leadership
- *Members of the board share these responsibilities while acting in the interest of Seattle Neighborhood Group. Each member is expected to make recommendations based on their experience and point-of-view in the community.*

Expectations of board members:

- Attend and participate in board and committee meetings on a regular basis, as well as attend special events as able
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary
- Be alert and attune to community concerns that can be addressed by Seattle Neighborhood Group's mission, objectives, and programs

- Help communicate and promote Seattle Neighborhood Group's mission and programs to the community
- Be familiar with Seattle Neighborhood Group's finances, budget, and financial/resource needs
- Understand the policies and procedures of Seattle Neighborhood Group
- Financially support Seattle Neighborhood Group in a manner commensurate with one's ability
- Possess the ability to make independent decisions, unencumbered by material conflicts of interest
- Be committed to understanding the needs and diversity of the communities served by the Seattle Neighborhood Group
- Consistently act in good faith and in a manner that reflects well upon the Seattle Neighborhood Group and the communities it serves.

Meetings and time commitment:

- The board of directors meets quarterly and as needed. Meetings are held at the Seattle Neighborhood Group HQ and typically last 90 minutes. (Appropriate COVID-19 alternative methods have been utilized during this pandemic)
- Committees of the board meet based on their respective work agendas.
- Board members are encouraged to attend at least two special events or meetings per year.
- Volunteer hours per quarter are distributed as follows:
 - 2-4 hours: board meeting preparation and attendance
 - 1-4 hours: committee meeting preparation and attendance
 - 1-8 hours: special requests/other commitments/attending events

Length of term: Three years. Length of service may be renewed and extended up to a maximum of three consecutive terms upon approval of the board.

SNG does not discriminate based on race, gender or sexual orientation.

Individuals from BIPOC communities and/or strong connection to serving BIPOC communities through an anti-racist lens are highly encouraged to apply.