

Board Director Job Description

Term Length: 2 Years

About Integrated Family Community Services:

Integrated Family Community Services (IFCS) is a non-profit organization whose mission is to provide basic human services and enrichment programs to low-income people using community resources.

General Purpose:

As a collective body, the Board governs the organization, assures adherence of all laws and is accountable to the public. The Board is charged with providing strategic direction ensuring strong fiduciary oversight and financial management of the organization.

General Responsibilities:

1. Support the mission and oversee programs and services aligned with the mission.
2. Select, support, and evaluate the Executive Director.
3. Ensure organizational effectiveness through a strategic planning process and periodic review.
4. Ensure adequate financial resources to assure delivery of programs and services in support of the mission.
5. Is a community advocate by staying informed about issues facing IFCS and the community, and sharing information with others.
6. Represents IFCS to friends and colleagues to provide continuity by continually seeking new Board Directors and/or contributors.
7. Maintain confidentiality about all internal matters of the organization.
8. Follow the organization's bylaws, policies, and Board Resolutions.

Expectations Of Individual Board Director:

- Know the organization's mission, policies, programs, and needs.
- Prepare for, attend at least 75% of meetings, and conscientiously participate in Board meetings.
- Faithfully read and understand the organization's financial statements.
- Serve as an active advocate and ambassador for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission.
- Leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission.
- Annually give a meaningful personal financial donation.
- Help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy.
- Participate fully in one or more committees.



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Performance Assessment:

- Complete annual review of Strategic Plan
- Complete annual Board self-assessment

Time Commitment:

Approximately 2-6 hours per month

Next Steps:

- Visit the IFCS website: www.ifcs.org to find out more about the organization
- Complete Board Application: <https://ifcs.org/board-of-directors-candidate-application/>
- Be prepared to schedule and interview with the Executive Director