

## **Impact Las Vegas** **Member of the Board of Directors**

### **Job Description and Expectations**

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of **Impact Las Vegas** so as to support the organization's mission and needs.

**Mission statement:** **Impact Las Vegas** empowers women by giving collectively in a way that positively transforms our community.

**\*Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

*\*Members of the board share these responsibilities while acting in the interest of **Impact Las Vegas**. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

**Length of term:** One, two, or three years, which may be renewed up to but not exceeding a maximum of three consecutive years, pending approval of the board.

**Meetings and time commitment:**

- The Board of Directors meets monthly on the third Friday, 12:30 p.m., at locations announced ahead of time; meetings typically last 60 minutes to 2 hours.
- Committees of the Board meet two to six times per year, pending their respective work agendas.
- Board members are also asked to participate in two planning events and one annual meeting per year, as they are determined.

**Expectations of board members:**

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by **Impact Las Vegas** mission, objectives, and programs.
- Help communicate and promote **Impact Las Vegas** mission and programs to the community.
- Become familiar with **Impact Las Vegas** finances, budget, and financial/resource needs.
- Understand the policies and procedures of **Impact Las Vegas**.
- Financially support **Impact Las Vegas** in a manner commensurate with one's ability.