



## **Birthday Dreams**

### **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 Birthday Dreams so as to support the organization's mission and needs.

**Mission:** To provide birthday parties to homeless children in the Puget Sound area.

#### **\*Major responsibilities:**

- Organizational leadership and advisement
- 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 Birthday Dreams. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

**Length of term:** Two years, which may be renewed indefinitely, pending approval of the board. Term limits may be enacted by the board at a later date.

#### **Meetings and time commitment:**

- The board of directors meets on the third Wednesday of the month, 6:30 – 8:00 p.m., at the office in Renton.
- Committees meet an average of four to 12 times per year, pending their respective work agenda.
- Board members are asked to attend no more than four special events, as they are determined.
- The Annual Meeting is in the first quarter and is a mandatory meeting for all board members.



**Expectations of board members:**

- Know the organization's Mission and Vision.
- Attend and participate in board meetings on a regular basis, and special events as able.
- Participate on at least one standing committee, and serve on ad-hoc committees as necessary.
- Come to all meetings prepared, having reviewed any and all materials distributed prior to the meeting.
- Actively participate in expanding the reputation and operation of Birthday Dreams in the Puget Sound area by:
  - Help communicate and promote Birthday Dreams' mission and programs to the community.
  - Seek in-kind services for Birthday Dreams to the extent possible.
  - Fundraising and outreach
  - Use Birthday Dreams information and fundraising tools, such as website, brochures, and social media.
  - Be alert to community concerns that can be addressed by Birthday Dreams' mission, objectives, and programs.
- Become familiar with Birthday Dreams' finances, budget, and financial/resource needs.
- Understand the policies and procedures of Birthday Dreams.
- Maintain highest ethical standards and report any potential violations of the conflict-of-interest or confidentiality policies.
- Financially support Birthday Dreams in a manner commensurate with one's ability.