

Laurel Advocacy and Referral Service (LARS) – Nonprofit

Member of the Board of Directors

Job Description and Expectations

Mission: To enable homeless and low-income people in Laurel who are in crisis to achieve stability and long-term self-sufficiency.

Position: The Board will support the work of LARS and provide mission-based leadership and strategic governance. While day-to-day operations are led by LARS' Executive Director (ED), the Board –ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board responsibilities include:

- Serving as a trusted advisor to the ED as she develops and implements LARS' strategic plan
- Reviewing outcomes and metrics created by LARS for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics
- Reviewing meeting support materials prior to board and/or committee meetings
- Approving LARS' annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to the annual performance evaluation of the ED
- Assisting the ED and board chair in identifying and recruiting other Board Members
- Serving on at least one committee or task force and taking special assignments
- Representing LARS to stakeholders; acting as an ambassador for the organization
- Regularly attending full Board meetings

Fundraising: LARS Board Members will consider LARS a philanthropic priority and make annual gifts that reflect that priority. So that LARS can credibly solicit contributions from foundations, organizations, and individuals, LARS expects to have 100 percent of the Board Members make an annual contribution that is commensurate with their capacity.

Board Terms /Participation: LARS Board Members will serve a three-year term to be eligible for additional terms. After having served two (2) consecutive terms, in order to be re-elected for an additional term, a Director must be elected by a two-thirds majority of the full board. Generally, Board meetings will be held every two months with Committee meetings being held on the months that do not have full Board meetings.

Qualifications: This is an extraordinary opportunity for an individual who is passionate about LARS' mission and who has a track record of leadership. Selected Board Members will have demonstrated leadership in business, government, philanthropy, non-profit, or other sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

Ideal candidate will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the non-profit sector
- A commitment to and understanding of LARS' beneficiaries, preferably based on experience
- Diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of LARS' beneficiaries

Service on the LARS Board of Directors is without remuneration, except for administrative support and accommodation costs in relation to Board Member's duties.