



Volunteer Board Position Description

Chapter Directors

Christian Bell

Kelsey Hitchingham

Board Members

Alicia Weigel

Amanda Bennett

Ana Rodriguez DeFrates

Ashley Bliss Lima

Cassandra Champion

Gena McKinley

Jamarr Brown

Katelynn Essig

Kristen Bowe

Michael Choate

Rachel Brownlow Lund

Sam Robles

Virginia Palacios

National Organization

New Leaders Council (NLC) is a nonpartisan, nonprofit organization that engages a diverse, collaborative national network of progressive political entrepreneurs. NLC is building a growing corps of new progressive leaders who will rise to the top of their fields and work together across sectors to build, expand, and improve the progressive infrastructure necessary for strong democracy, social justice, and equal opportunity.

NLC's flagship program is the Institute, a rigorous six-month training program that focuses on entrepreneurship, advocacy, organizing, and fundraising. NLC seeks out the top tier of emerging progressive leaders from around the country for the Institute, building a community of vetted, trained progressive leaders with the skills and support system to help to change the way politics is done and foster a more equitable, just America.

NLC has 47 chapters across the country in red and blue states, and has trained over 6,000 fellows on goal-setting, public relations, economics, volunteer management, and more. Our membership is a true reflection of the Millennial generation, with 57% of our NLC community identifying as people of color and 53% women. NLC is one of the few organizations focused on building a new governing coalition.

Austin Chapter History

A group of young, progressive Austinites got together with several members of the Houston chapter's founding board to discuss their shared goals--a stronger progressive infrastructure for Texas that would engage new generations and a wider audience. Ten leaders stepped up and launched the first institute for the Austin chapter in January 2016.

Austin is currently one of four NLC chapters in Texas. Our sister chapters include San Antonio, Houston, and Dallas. We look forward to welcoming new chapters in El Paso, the Rio Grande Valley, Fort Worth, and maybe even East Texas by 2020.

The Austin chapter has graduated over 50 fellows since our chapter was founded in 2016. Through the six-month NLC Institute, we equip our leaders with the skills to transform their communities through entrepreneurship, advocacy, and creating networks of thought leaders. NLC leaders take their skills back to their communities and workplaces to impact progressive change.

Texas has a proud progressive history. We're here to write the next chapter.

Volunteer Board Member Title: Finance Chair

Work Location: Austin, TX

Purpose of the Position:

Track and manage the chapter's budget and expenditures; ensure the board complies with the organization's financial policies.

Responsibilities and Duties:

- Prepare and submit the chapter's budget proposal for upcoming year to the organization's national staff.
- Track budget and expenditures in the Chapter Dashboard
- Understand the organization's policies on expenditures, and ensure that chapter members adhere to all policies and deadlines
- Re-allocate the budget on a monthly or quarterly basis depending on expenditures and in-kind donations received
- Coordinate with Fundraising Chair to track in-kind gifts and issue tax receipts when necessary
- Track Board Members' donations and fundraising efforts.

Required Qualifications:

- Familiarity with creating and maintaining a simple budget
- Organized, works independently with little supervision, and takes initiative when necessary
- Familiar with Google Suite (Google Docs, Google Sheets, Google Drive, Gmail)
- Able to enter data into Google Sheets in an organized fashion, and use basic mathematical formulas to determine total values of projected or actual expenditures.
- Works well in a collaborative and team-oriented setting
- Able to communicate complex information to people who do not have finance knowledge.

Commitment Expected:

- Minimum one-year, preferred two-year commitment
- Workload: Typically one to two hours per week, including monthly board and national calls. From April through July, workload may increase to three hours per week.

General expectations for all board members:

- Attend a monthly board meeting lasting approximately one hour.
- "Write or raise" a minimum of \$250 per year for the organization.
- Check NLC email account at least every other day, and respond to requests within 24 hours.
- Attend a monthly one-hour National Call.
- Board members are expected to participate in recruitment and selections, attend alumni events, at least one Institute day, and the chapter fundraiser.

Training:

- Initial training will take approximately three hours, and board members will be available outside these times to help answer questions and acquaint you with the various guidance manuals and resources provided by the national office.

Deadline to apply: October 20, 2018.

Please submit resume and cover letter to austin@newleaderscouncil.org and include "Finance Chair Application" in subject line.