

## **Board Member Job Description**

**September 2020**

**Chair**

### **Position Summary**

Oversee organization affairs and lead strategic initiatives of ynpnGO, both internal and external. Facilitate monthly board meetings and support other board members as needed. Must be employed by a nonprofit organization.

### **Roles and Responsibilities**

- Maintain and grow strategic partnerships on behalf of the organization by adhering to existing MOU agreements between ynpnGO and other organization as well as determining levels of partnership with new organizations
- Facilitate monthly board meetings by creating meeting agendas and leading meetings
- Act as ynpnGO spokesperson at ynpnGO and non-ynpnGO events
- Manage annual elections process by selecting nominating chair, revising board application, and determining other revisions to the process as needed
- Coordinate/facilitate annual retreat and other mini-retreats as needed
- Support Treasurer in overseeing all operational contracts and other payment obligations
- Sign off on all reimbursement requests
- Facilitate strategic planning and other long-term planning initiatives
- Serve as administrator for ynpnGO's GSuite account
- Support maintenance of ynpnGO's 501(c)3 status by assisting with legal filings as needed
- Collaborate with other board members on overarching organizational strategies and specific projects as well as support other board members' roles and responsibilities as needed
- Contact for people interested in ynpnGO involvement; meetings/emails to discuss engagement opportunities

### **Knowledge, Skills, and Abilities**

- Strong verbal and written communication skills, comfortability with public speaking
- Strong meeting facilitation and delegation skills
- Basic knowledge of 501(c)3 legal requirements helpful
- Strong organizational skills and attention to detail
- Self-motivated and able to motivate others
- Creative and strategic thinker to promote mission of ynpnGO