



ABBY'S CLOSET BOARD MEMBER JOB DESCRIPTION

Job Title: Board Member

Board Term: Two years

Accountability: Board of Directors (*Note: The Board is a Management Team Model - a working Board, that is highly involved in operational and administrative activities.*)

Key Board Member Competencies and Characteristics

- Is knowledgeable and passionate about the mission and purpose of Abby's Closet
- Is able to commit time, thought and effort to Abby's Closet
- Is able to take a leadership role on the board and committees
- Is willing to prepare for and regularly attend board meetings and relevant committee meetings
- Has resources (personal and/or corporate) to apply to the needs of Abby's Closet
- Has the ability to work well with others and demonstrate tolerance of differing points of view
- Exhibits honesty and sensitivity, and has the ability to listen, analyze and think strategically

Individual Board Member Duties

- Serve as an Abby's Closet ambassador in the community
- Know and effectively articulate the mission, vision, core values, goals, policies and events of Abby's Closet
- Shape and uphold the mission and ensure the congruence between decisions and core values
- Know and adhere to the Abby's Closet Bylaws, Board Member Duties and "Group Agreements"
- Complete the orientation session for new board members
- Participate in the annual Prom Gown Giveaway event (4 days), Board Retreat (1 day) and major fundraisers; support minor fundraising and other events, ex. work parties, special giveaways
- Prepare for and attend board and applicable committee meetings. Estimated volunteer time is approx. 10 hours per month
- Chair or co-chair at least one board committee; develop and execute committee plans
- Participate in the strategic planning process and assist in implementation
- Participate in periodic organization, board and committee self-assessments
- Assist in identifying and recruiting other Board members
- Accept responsibility for Abby's Closet financial accountability (e.g. approve and oversee the budget)
- Identify connections to individuals, corporate leaders, foundations, etc. who might provide financial or other support for Abby's Closet
- Make a personally meaningful financial contribution annually to Abby's Closet
- Secure a minimum of \$500 annually for Abby's Closet. Funds secured may include in-kind donations or resources, event sponsors or filling tables at fundraising events
- Avoid conflicts of interest but disclose them when potential conflicts arise
- Perform all other duties that may be necessary to carry out the mission and purpose of Abby's Closet