

Big Brothers Big Sisters of the Ocean State, Board of Directors Individual Job Description

Thank you for your interest in Big Brothers Big Sisters of the Ocean State's board of directors. Ours is a combination leadership and working board. Though a dedicated, serious and passionate group, the BBBSOS board is friendly and enjoys accomplishing its work with humor and fun!

Board Role

The function of the board is to set policy, drive strategic initiatives, support fundraising activities, and help to bring a variety of resources to the BBBSOS agency for its programmatic growth and financial vitality.

Board members serve as ambassadors in the community for our mission – to nurture children, helping them to grow into confident, strong young adults by matching them with caring adult volunteers as a special friend or mentor.

Commitment

- Board terms are for three years.
- Board meets every month, September through June.
- Board members must be present for no fewer than 75% of regular board meetings.
- Meetings are (usually) held the third Wednesday of the month from 5:30 p.m. to 7:00 p.m. in Cranston.

Responsibilities

- Make and secure (“give and get”) annual gifts totaling at least \$1,500 to the agency.
- Actively serve on at least one committee of the board.
- Committees are finance, governance, marketing and development, services (the agency’s program services), and fundraising events.
- Participation in at least three activities/events during the year (fund-raising event in the fall; annual Volunteer Recognition event in the spring; holiday party in December; Gala Ball in May; the agency’s annual meeting in June).

Qualifications

- Interest in community service; previous board experience is helpful but not required.
- Possessing skills and professional and/or volunteer experience that will assist in furthering the agency’s mission and strategic initiatives for agency growth and viability. (Example: accounting, banking, finance, insurance, legal, marketing, public relations/communication, media, education, fundraising, government/legislative, strategic planning, human resources, human services, multi-cultural, bi-lingual).

Board Nomination Process

- BBBSOS board members are strategically recruited for skills needed on the board
- Completion and return of application.
- Interview with representatives of the board and executive director.
- Full board votes on nomination.

Other

- The agency carries Directors and Officers Liability insurance.
- Non-reimbursed expenses incurred in the course of fulfilling one's responsibility as a member of the board may be deducted as a charitable contribution under the Internal Revenue Code. These include automobile mileage, telephone bills, entertainment and meals for others, overnight conference costs, and tickets for charity benefits above actual value.

Non-Discrimination Policy

BBBSOS is an affiliate of Big Brothers Big Sisters of America, and adheres to our national organization's policies on non-discrimination. It prohibits exclusion of potential volunteers, staff, youth or parents on the basis of race, color, religion, gender, national origin, marital status, sexual orientation, veteran status or disability.

Our agency is committed to diversity among board and staff members, and volunteer mentors and mentees.

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