



## **Board of Directors Job Description**

### **WHO WE ARE**

Founded in 1966, Community Action Marin is the official anti-poverty agency of Marin County. As a Community Action Agency, we are charged with eliminating the causes and consequences of poverty. We envision all of us in Marin County having an equal opportunity to live our lives with dignity and respect.

Our mission is to make it possible for people to achieve well-being by providing the education, mental health, and vital services they need. Together, we break down the barriers that get in the way of fair and lasting change in service to better outcomes for all.

### **BOARD OF DIRECTORS**

Community Action Marin's Board of Directors is responsible for selecting and supporting the Chief Executive Officer (CEO), providing financial oversight, ensuring the agency has adequate resources, enhancing the agency's public standing, setting the mission and purpose, and assisting in monitoring its strategic plan.

As a Community Action Agency, the Board of Directors is tripartite, made up equally of individuals representing the private sector, public sector, and those receiving services or representing low-income community.

### **WHO YOU ARE**

All board members must reside in Marin County, CA and represent one or more of our three tripartite areas: professionals from the private sector, public sector, or individuals representing low-income communities or those directly receiving services through the agency's programs.

Additional desired qualifications include:

- Commitment to public service and the people of Marin County
- Interest in developing and/or leveraging philanthropic relationships
- Giving a financial commitment in support of Community Action Marin (100% board giving required at any level)
- Previous experience on a nonprofit board of directors and with governance responsibilities
- The financial acumen to read and understand the agency's financial statements and to otherwise help the board fulfill its fiduciary responsibilities

### **ROLES & RESPONSIBILITIES**

To best support the organization, Community Action Marin board members are expected to:

1. Attend a Board Orientation (typically one hour);
2. Attend six (6) board meetings and two (2) board retreats per year; read board materials in advance of board meetings and come prepared to ask questions and participate in discussions;

3. Serve on at least one (1) sub-committee (Governance, Development, Children and Family Services Sub-Committee, Economic Justice & Community Services Sub-Committee, Investment, Finance, Audit, Personnel & Equity Committee, etc.) and stay informed about committee matters;
4. Adequately prepare for meetings, and review and comment on minutes and reports;
5. Get to know other board members and Community Action Marin staff, building a collegial working relationship that contributes to in-depth knowledge of issues, and the ability to come to consensus as a board;
6. Volunteer for and willingly accept assignments, complete them thoroughly and on time
7. Evaluate the performance of the CEO on an annual basis; and
8. Play an active role in securing the financial resources necessary for Community Action Marin to achieve its mission

**APPLY**

We are looking for new members to contribute to our success. Join us! Interested individuals should email resume to Chandra Alexandre, CEO at [calexandre@camarin.org](mailto:calexandre@camarin.org).