



## JOB DESCRIPTION

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**Job Title:** Board Member

**Department:** AfS Board of Directors

**Reports To:** Chairman of Board

### **General Board Position Summary:**

Establish and maintain broad-based policies that govern the operations of the organization.

Develop and maintain a long-range strategic plan for the organization

Select and hire CEO/Executive Director, and delegate responsibility and authority to develop and implement annual operating plans and budgets which are consistent with the strategic plan and broad-based board policies.

Accept full responsibility for the financial well-being of the organization, including raising necessary income, managing investments and approving and monitoring annual operating budget. To ensure that needed funds will be available to the staff to carry out the mission.

Develop and maintain communications links and beneficial relationships with various communities, funders and other stakeholders in the organization's success.

Ensure evaluation of progress against plan on an ongoing basis.

Provide for continuous self-evaluation and renewal of the board itself.

### **Essential Responsibilities:**

- Regularly attends three annual board meetings and important related meetings. If needed, may call in by phone
- Makes serious commitment to participate actively in committee work by reviewing and approving various missions and strategies and serving on one committee
- Stay informed about committee matters, prepares themselves for meetings and reviews on comments and minutes of reports
- Get to know other committee members and builds a collegial working relationship that contributes to consensus

- Donate a minimum of \$5,000 unrestricted, or raise a minimum of \$10,000 which may be restricted annually
- Is an active participant in the committee's annual evaluation and planning efforts
- Actively participates in fundraising for the organization through an event, individual campaign or through other means such as recruiting other board members, and securing in-kind donations
- Participates in annual gala by purchasing or filling a table with paying guests
- Other duties as assigned

**Education/Experience:**

- Knowledge of nonprofit practices and accounting, or willingness to research and learn them
- Unique qualifications such as donor contacts, in-kind resources, special skills such as public relations, flower arranging, offering your own services (eg dentist teeth cleaning or bleaching for one day a year) and donating the income for a day, strategic consulting, sponsoring events for donors and volunteers, or other commitments that will benefit the organization.
- Bachelor's Degree is required, masters degree preferred
- 5+ years' managerial experience
- Previous member of nonprofit board preferred

**Alliance for Smiles Current Board** is made up of 14 members, some of whom are co-founders. We are looking for two to three new members. AfS is seeking young and mid-career professionals especially, but welcomes anyone who may be interested. We would love to have new members who have corporate and Silicon Valley type contacts for fundraising they would be comfortable using to benefit AfS.