



## **Horizons at San Francisco Friends School Volunteer Member of the Board of Trustees**

### **About Horizons at San Francisco Friends School**

*Horizons at San Francisco Friends School is a public/private partnership offering a summer program that addresses the achievement and opportunity gaps of high-need children in the Mission neighborhood from K through 8th grade. The heart of Horizons summer is an exemplary academic program that supports a cohort of students in reading, writing, math, and science, paired with swimming lessons, field trips, sports, and enrichment activities in the performing and visual arts. The program also includes a year-round component featuring family events, enrichment activities and regular visits to students' schools and communication with their teachers.*

San Francisco Friends School serves as Horizons' fiscal sponsor and houses the program, which is independently operated, staffed and funded through generous in-kind and financial gifts from the community. For more information, please visit Horizons at SFFS's website at <http://www.sffriendsschool.org/horizons> or reach out to Abby Rovner, Horizons' Executive Director, at [arovner@sffriendsschool.org](mailto:arovner@sffriendsschool.org).

### **Position Description**

The Board supports the work of Horizons and provides mission-based leadership, development assistance and strategic governance. While day-to-day operations are led by Horizons' Executive Director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

### **Development & Fundraising**

So that Horizons can credibly solicit contributions from foundations, organizations, and individuals, Horizons expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity. Board members will also actively fundraise to support the program's operations, including:

- Reaching out to their networks to leverage donations, in-kind resources and volunteers
- Acting as an ambassador for the Horizons program and sharing Horizons' mission, goals and outcomes with potential individual, corporate and foundation funders
- Attending development events (e.g. Annual Gala) and helping to support strong event outcomes

- Hosting a small event and/or supporting other board members in their efforts to do so

### **Leadership, governance and oversight**

- Serve as trusted advisor to the ED as s/he develops and implements Horizons' strategic plan
- Regularly measure Horizons' performance and effectiveness using agreed upon outcomes and metrics
- Review agenda and supporting materials prior to board and committee meetings
- Approve Horizons' annual budget, financial reports and material business decisions; be informed of, and meet all, legal and fiduciary responsibilities
- Contribute to an annual performance evaluation of the ED
- Assist the ED and board co-clerks in identifying and recruiting potential board members
- Serve on committees or task forces and take on special assignments and ensure that board resolutions are carried out
- Ensure Horizons' commitment to a diverse board and staff that reflects the communities Horizons serves

### **Board terms/participation**

Horizons' Board Members will serve a two-year term to be eligible for reappointment for up to two additional terms. Board meetings will be held semi monthly and committee meetings will be held on alternate months to the board meetings.

### **Qualifications**

This is an extraordinary opportunity for an individual who is passionate about Horizons' mission and who has relevant skills and leadership experience. Ideal Board Members will have a background in business, government, philanthropy, education or the nonprofit sector that allows him/her to attract funders, partners, program resources and other qualified and committed Board Members.

Ideal candidates will have the following qualifications:

- A commitment to and understanding of Horizons' beneficiaries, preferably based on experience
- Flexibility, availability and interest in taking a leadership role in the development of an early stage nonprofit
- Expertise in finance, publicity and marketing, strategic planning, donor cultivation, fundraising and/or event planning
- Strong diplomatic skills and a natural affinity for cultivating relationships and facilitating and building consensus among diverse individuals
- Personal qualities of integrity, follow through, and a passion for improving the lives of Horizons' students and families