



Board Member Position Description

CEP	Community Energy Project is an independent nonprofit organization governed by a volunteer Board of Directors. CEP provides interactive workshops on home weatherization, lead poisoning prevention and water conservation and also provides direct services in these areas to seniors and people with disabilities.
MISSION	Community Energy Project empowers people to maintain healthier, more livable homes, control their utility costs, and conserve natural resources.
TITLE	Board Member
TERM OF OFFICE	2 year terms; mandatory 1 year break after 6 years; unlimited thereafter
COMPENSATION	None; Volunteer Position
ACCOUNTABILITY	Peer Accountability
POSITION SUMMARY	Board members serve as the oversight body for a non-profit organization. They are expected to attend scheduled meetings and serve on at least one committee (Executive, Nominating, By-Laws, Fundraising, Finance, Strategic, and Ad Hoc committees as needed) in order to fulfill the essential responsibilities listed below. Each member assists in compiling and commits to executing an annual work plan for the Board.

ESSENTIAL RESPONSIBILITIES

1. Setting the policy for the organization by:
 - Updating the mission and vision statements.
 - Approving the organization's programs and services.
 - Updating and approving the organization's governing statements like bylaws and policy statements.
 - Participating in creating and approving the strategic plan.
2. Monitoring the organization's operations:
 - Hiring and periodically evaluating the organization's executive director.
 - Working with and providing support to the executive.
 - Approving the annual budget, annual report, etc.
 - Soliciting and reviewing program evaluations.
 - Troubleshooting as necessary.
3. Serving as a public figure for the organization
 - Fundraising, by directly donating to the non-profit and soliciting donations from others.
4. Fulfilling other board responsibilities.

Read more:

http://nonprofitgovernance.suite101.com/article.cfm/nonprofit_board_responsibilities#ixzz0Ro3tLpRb

QUALIFICATIONS AND REQUIREMENTS

1. Strong interest in environmental & social justice issues and community development.
2. Willing to understand how the organization's programs and funding work.
3. Willing to familiarize oneself with the organization's bylaws and articles of incorporation.
4. Understanding of cultural competence or willing to train in cultural competence.
5. Time and energy to devote to public service.
6. Able to attend Board and committee meetings and take on related tasks as needed.
7. Willing to participate in program activities as self-education.
8. Imagination and problem solving skills.
9. Fundraising skills or a willingness to learn how to raise money and/or work on special events.
10. All Board members must commit to donating a minimum \$100 per year (monthly payments or credit card accepted) and to find a matching donation.

COMMITTEES

EXECUTIVE COMMITTEE: The Executive Committee consists of the President, Vice President, Secretary, Treasurer, and Executive Director. The Executive Committee exercises the full authority of the Board except as limited by the By-Laws. Generally, they select items of operations, policies, human resource management, as specific agenda items for Board review, and perform other activities as needed. They hire, set compensation, and periodically evaluate the Executive Director. Meets as necessary. They also serve as the **NOMINATING COMMITTEE**, which reviews and makes recommendations of new members to Board for expiring terms, vacancies, and possible Board expansions. Recommendations take into consideration Board's public image, member diversity, and community influence to benefit the organization long-term. Meets as necessary.

BY-LAWS COMMITTEE: Reviews and analyzes existing CEP By-Laws for possible improvements and clarifications, and presents to Board in final format for acceptance and adoption. Meets as necessary.

FUNDRAISING/DEVELOPMENT COMMITTEE: Plans long and short term funding goals and implements revenue generating activities. Identifies funding opportunities and provides oversight for fund development programs, including grant writing, foundation relations, events management, major gifts and donor relations. Meets as necessary.

FINANCE/BUDGET COMMITTEE: Reviews and approves fiscal operations in relation to budget, participates in the preparation of annual budgets, reviews requests for capital acquisitions of \$500 or more, reports to the Board for appropriate action of any deviations from budget. Meets monthly.

STRATEGIC PLANNING COMMITTEE: Set and review the organization's mission and goals in an annual basis. Plan for the organization's future, on a long-term and short-term basis. Decide and plan which projects and programs the organization will provide. Evaluate the organization's programs and operations on a regular basis. Meets as needed.