



Job Description: Board Member

The Eagan Foundation Board of Directors is a community based, working board. Board members are recruited to promote the organization, provide leadership for the working committees, expand and develop the programs, work on projects and initiatives and be actively involved in fundraising and board and organizational growth. Board meetings are monthly, members of the executive committee meet regularly. Committee work is done in addition to the scheduled board meetings at the will of the committee chair.

- Attend all board and committee meetings and functions, such as special events
- Be informed about the organization's mission, services, policies, and programs
- Serve on committees or task forces and offer to take on special assignments
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time
- Stays informed about committee matters, prepares themselves well for meetings by reviewing agenda and supporting materials prior to board and committee meetings, and reviews and comments on minutes and reports
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus
- Participates in **fund raising** for the organization; specifically, each board member is responsible for raising / selling:
 - (1) \$250 sponsorship
 - (15) Wine Event tickets
 - \$250 value in silent auction items
- Make a personal financial contribution to the organization
- Informs others about the organization
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
- Keep up-to-date on developments in the organization's field
- Follow conflict of interest and confidentiality policies

Personal Characteristics to Consider

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself
- Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit's development, a sense of humor