



Board Member

Position Description

According to nonprofit law, a board member must meet certain standards of conduct and attention to his or her responsibilities to the organization. These are referred to as the ***Duty of Obedience***, the ***Duty of Care*** and the ***Duty of Loyalty***.

Duty of Obedience means establishing the mission of the organization and being true to it. A donor has a right to expect that funds given will be used for the stated purpose. It is also important that the board ensure that the organization is following all laws.

Duty of Care means using your best judgment. It doesn't mean you have to be perfect or that you cannot make a mistake, just that you have exercised reasonable caution in making decisions.

Duty of Loyalty means putting your personal and professional interests aside for the good of the organization. Maintaining a level of confidentiality is important. Having a conflict of interest policy in place would be one way to exercise duty of loyalty.

Title: Volunteer Member of Black Girls Go Global (BGGG) Board of Directors.

Purpose: To serve as an active voting member of the Board of Directors of BGGG which has the authority and responsibility for governing the way the organization operates (i.e., oversight of finance and administration; development of policies and raising funds in support of the organization).

Term: Board members are elected to a 3-year term at the annual meeting of the Board of Directors. Termination may occur at the end of the elected term, by resignation or pursuant to BGGG bylaws. Tenure may be renewed.



Criteria:

- Promote the mission, goals, and objectives of BGGG to increase public awareness, understanding and support of the organization.
- If necessary, seek assistance from other Board members to enable each member to successfully fulfill the above level of commitment.
- Possess professional expertise and influence needed by BGGG and/or represents one or more constituencies needed to provide balance to the Board's membership.
- Has demonstrated significant leadership capability in the community and is willing to provide that expertise to the operation of the Board and its committees.
- Willing to “give or get” a contribution of \$1,000 annually. This may be a personal financial contribution, asking others to give, or by fundraising. Invoices will be sent via email.
- Able and willing to serve effectively as a public representative of the organization and involve others in the work of BGGG.

Specific Tasks:

- Participate regularly by attending scheduled board meetings, committee or task force meetings as assigned, board retreats, orientation sessions, and special meetings as appropriate. Bylaws state that if a member is absent for three consecutive meetings without proper notice, they may be removed.
- Commit to serving on at least one standing committee or task force and to accept special assignments.
- Spend time studying and evaluating issues to become informed and prepared to discuss and vote on issues facing BGGG.
- Each board member is expected to vote for their position after careful consideration of the issue. Tasks which will require preparation and a vote by Board members include decisions on issues, policies, priorities, goals and objectives; participation with other Board members and staff in the formulation, updating, and approval of long range



strategies and objectives; nomination and election of members and officers of the Board; and monitoring and evaluation of the effectiveness of the projects and programs and assure these projects and programs are progressing toward achieving stated objectives.

- Support the resolutions and actions of the Board of Directors irrespective of opinion as to any such resolution or action.
- Ensure a process is in place to select, employ, and periodically evaluate the performance of the Executive Director.
- Broaden our circle of supporters by linking other individuals and resources to BGGG.
- Support fundraising activities by attending the events and promoting the event's sponsorship opportunities to your community friends and colleagues.
- Recruit potential candidates to the BGGG Board of Directors.
- Follow conflict of interest and confidentiality policies.
- Appoint independent auditors or accountants subject to approval by the Board.
- Participate in at least one BGGG STEM global study program during your 3-year tenure.

Time Required:

- Regularly Scheduled Board Meetings Quarterly Board Meetings (1 Hour)
- Committee and/or Task Force Meetings Bi-Monthly (1 Hour)
- Other Ad Hoc Meetings (as needed) 1 Hour

**Application Process:**

Interested applicants must complete the Board Application, sign Board Member Position Description, Board Member agreement, confidentiality form and submit these forms along with a current resume to Alma Garcia at alma@blackgirlsglobal.org.

Signed By:

Date: