Pajaro Valley Shelter Services
Job Description - Board Member

TITLE: Member, Board of Directors, Pajaro Valley Shelter Services
REPORTS TO: Board President
TERM: Three Years (Renewable for one more term)

EXPECTED ATTENDANCE:
• Attends a minimum of 75% of all regularly scheduled monthly Board Meetings
• Attends all Board Committee meetings as appropriate for specified standing and ad-hoc Committees
• Attends occasional Board retreats, in-service workshops and other Board development activities.
• Attends and participates as needed in organization’s special events (fundraising, house parties, appreciation events, etc.).

OBLIGATIONS OF THE BOARD:
• Establishes, reviews, updates Board policies and by-laws
• Hires and supervises the Executive Director
• Recruits, elects and develops new Board Members
• Sets and updates strategic and long ranges plans
• Authorizes and approves PVSS’s annual budget and Audit
• Monitors organization’s Fund Development Plan
• Reviews and approves monthly financial statements and monitors corporate finances
• Reviews and approves organization’s operational policies (Personnel, financial, programmatic, investment and gifts).
• Provides personal financial support to PVSS in the form of a gift meaningful to the individual Board Member.

BOARD’S ROLES:
• Self-educates on issues of homelessness and human services and self-directs individual and collective learning and action.
• Leading by example, 100% of Board is engaged in personal giving. Exercising their unique, personal voice and passion for the mission, all Board members are expected to fearlessly use personal and professional clout/influence to generate beneficial relationships and funding for our PVSS sustainable future.
• Embraces and embodies the mission of PVSS; individuals and Board articulate in their own terms PVSS’ value to the community.
• Establishes goals and self-directs outcomes around Board’s contribution to governance, internal relations (programs, human resources), and external relations (fundraising, public relations, and marketing.)
• Governs itself at a high-level, self-directing Board recruitment, establishing and measuring against SMART goals, and regularly evaluating performance.
• Provides educated and challenging direction and feedback to staff.