



## **Hopewell Board Member**

### **Description**

The Board will support the work of Hopewell and provide mission-based leadership and strategic governance. While day-to-day operations are led by the Executive Director, the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

- Approves Hopewell's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities;
- Serving as a trusted advisor to the Executive Director as s/he develops and implements Hopewell's strategic plan;
- Reviewing outcomes and metrics created by Hopewell for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings;
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports;
- Partnering with the Executive Director and other board members to ensure that board resolutions are carried out;
- Serving on committees or work groups and taking on special assignments;
- Representing Hopewell to stakeholders; acting as an ambassador for the organization, including supporting all fundraising efforts;
- Ensuring Hopewell's commitment to a diverse board and staff that reflects the community Hopewell serves; and
- Contribute to an annual performance evaluation of the Executive Director.

### **Qualifications**

This is an extraordinary opportunity for an individual who is passionate about Hopewell's mission and who has a track record of leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the non-profit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the non-profit sector;
- A commitment to and understanding of Hopewell's clients;
- Diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals;
- Personal qualities of integrity, credibility, and a passion for improving the lives of Hopewell's clients; and
- Ability to connect with community contacts and leverage relationships for the benefit of Hopewell.

## **Requirements**

Commitment to eight meetings per year, in addition to, approximately four committee meetings per year as required. Term of 3 years, to be renewed per by-laws. Board members are expected to adhere to all requirements for confidentiality and conflict of interest policies. Board member must obtain a vulnerable screen sector check and complete an orientation prior to nomination to the board.

Service on Hopewell's Board of Directors is without remuneration.