



The [Neighborhood Resource Center](#) is a 501(c)3 nonprofit educational, cultural and nutrition center in Richmond, Virginia's Greater Fulton neighborhood, a low-income, low-wealth community. Our mission is to build relationships, share resources, and develop skills to enhance lives in Greater Fulton through our Core Programs: Education, Nutrition, and Community Organizing

Board of Directors

Description of Responsibilities & Commitments

OVERVIEW

The Board is composed of at least 3 and no more than 19 Directors. All Board members are elected to serve a three-year term and may serve up to two consecutive terms. The Board will support the work of NRC Fulton and provide mission-based leadership and strategic governance. While day-to-day operations are led by the organization's Executive Director, the Board-Executive Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

EXPECTATIONS OF THE BOARD AS A WHOLE

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for -

- determining the mission and purposes of the organization through strategic and organizational planning
- approving and monitoring programs and services; review outcomes and metrics created by the organization for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics
- approving the annual budget, audit reports, and material business decisions; ensuring ongoing strong fiduciary oversight and financial management
- selecting and evaluating the performance of the Executive Director
- fundraising and resource development
- assessing its own performance as the governing body

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to -

- know the organization's mission, policies, programs, and needs; volunteer at the center

- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for NRC Fulton Fulton to advance its mission
- participate in the Board's Strategic Planning Process and serving as a trusted advisor to the Executive Director as s/he develops and implements an action plan to achieve the goals outlined in the Strategic Plan
- prepare for, attend, and conscientiously participate in board meetings; reviewing agenda and supporting materials prior to Board and committee meetings
- willingness to use personal skills and expertise to lead or participate in one or more committees or working groups; as a working Board, members independently perform work outside of meetings in order to progress objectives
- read and understand the organization's financial statements
- help identify personal connections that can benefit the organization's fundraising and public standing
- leverage connections, networks, and resources to develop collective action to fully achieve NRC Fulton's mission
- contribute to an annual performance evaluation of the Executive Director
- assist the Executive Director and Board chair in identifying and recruiting other Board Members in accordance with established recruitment policies, as needed

BOARD MEMBERS ARE ALSO EXPECTED TO

- follow the organization's bylaws, policies, Board resolutions and Board norms
- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of NRC Fulton.

FINANCIAL SUPPORT

Board members are expected to make a meaningful financial contribution through personal donation and/or fund raising efforts. Board members will consider NRC Fulton a philanthropic priority and make annual gifts that reflect that priority. So that the organization can credibly solicit contributions from donors, NRC Fulton expects to have 100 percent of Board members make an annual contribution that is commensurate with their capacity and reflective of their leadership role. NRC Fulton's Board of Directors is currently considering a minimum giving amount for each Board member.

MEETINGS & TIME COMMITMENTS (50-65 hours a year)

Regular Board Meetings - Six meetings (one every other month) of the entire Board are scheduled each calendar year either at a location fixed by the Board or by video/conference calls. Currently meetings are on the third Monday at 5pm for an hour and a half and may be shortened depending on the agenda.

Special Board Meetings - As may be called by the Officers.

Committee and Working Groups - Board members serve on at least one standing committee or working group. Board committees generally meet monthly for one hour to discuss progress on objectives, plan work for the month and items that need to be added to the regular Board meeting. Current committees include - Governance, Fund Development, Finance and the Executive Committee (comprised of President, Secretary, Finance Chair/Treasurer, Governance Chair, Fund Development Chair)

Non-meeting Committee or Working Group time - as a working Board, time will be spent outside of meetings to work on progressing Committee or Working Group objectives. This may be individual work or team based work depending on the committee/working group activities and objectives. Non-meeting time commitment may also include volunteering at the center or supporting fund raising activities.

QUALIFICATIONS

This is an extraordinary opportunity for an individual who is passionate about NRC Fulton's mission and who has a track record of board and/or business leadership.

Ideal candidates will have the following qualifications:

- Professional experience with leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- A commitment to and understanding of the organization's mission and strategy
- Prior Board service
- Ability to meet financial commitments
- Ability to meet time commitments
- Personal qualities of integrity, credibility, and a passion for improving the lives of individuals and families in Greater Fulton

INTERESTED?

Please complete this [Interest Form](#) and we will be in touch with you soon.