



Role Description: Member at Large

Term: 2 years (renewable once)

Time Commitment: 5-7 hours per month

About the Wasteshed

The mission of the WasteShed is to provide Chicago with an organized, affordable, and reliable resource for repurposed art, craft, and school materials, and with a dynamic center for activities related to sustainability, art, craft, education, and material culture. We connect Chicagoans who are interested in living more sustainably, seeking inspiration in unconventional material, getting the most out of the resources they have on hand, or just making projects at a low cost. The WasteShed was founded in 2014 in the Humboldt Park neighborhood of Chicago, with the goal of changing the culture of waste in the city, creating an abundant resource for the arts and education, and building community within a diverse neighborhood around shared cultural and environmental values. Since that time, the organization has grown significantly, now comprising 10 staff in 2 locations, with a large volunteer corps and numerous regular programs.

About the Board

The WasteShed board consists of between 3-8 members of diverse professional and personal backgrounds, their role is to work together to actively forward the goals of the organization and support WasteShed staff. The board is both an advisory board and a working board; in addition to attending meetings, supporting staff, and fiscal oversight, board members work independently on projects and committees in support of the organization.

About the Role

The Members-at-Large are a key component to the Boards ability to successfully support the work of the organization. As officers have specific and time consuming administrative roles and responsibilities, members-at-large are key to making sure the Board continues to support the growth of the organization. Role responsibilities are year-round and include but is not limited to:

1. Attend monthly 1.5 hour board meetings, either in person or online, and staff and board retreats or outings as scheduled
2. Volunteer at The WasteShed (including but not limited to): 1 store volunteer shift per month, or participating in WasteShed Events
3. Representing The WasteShed at events or attending professional development or networking events as a representative of The WasteShed
4. Board members are expected to make a donation that is meaningful for them (minimum \$10 dollars) to the Wasteshed each year
5. Support the fundraising efforts of the organization, including but not limited to: connecting the organization to relevant philanthropic support, leveraging connections in your network, or organizing or supporting fundraising events for the WasteShed
6. Supporting staff in the implementation of agreed upon strategic work and growth of the organization
7. Joining a board committee or working group

Role Description: President/Board Chair**Term: 2 years (renewable once in the same role)****Time Commitment: 10 - 15 hours per month****About the WasteShed**

The mission of the WasteShed is to provide Chicago with an organized, affordable, and reliable resource for repurposed art, craft, and school materials, and with a dynamic center for activities related to sustainability, art, craft, education, and material culture. We connect Chicagoans who are interested in living more sustainably, seeking inspiration in unconventional material, getting the most out of the resources they have on hand, or just making projects at a low cost. The WasteShed was founded in 2014 in the Humboldt Park neighborhood of Chicago, with the goal of changing the culture of waste in the city, creating an abundant resource for the arts and education, and building community within a diverse neighborhood around shared cultural and environmental values. Since that time, the organization has grown significantly, now comprising 10 staff in 2 locations, with a large volunteer corps and numerous regular programs.

About the Board

The WasteShed board consists of between 3-8 members of diverse professional and personal backgrounds, their role is to work together to actively forward the goals of the organization and support WasteShed staff. The board is both an advisory board and a working board; in addition to attending meetings, supporting staff, and fiscal oversight, board members work independently on projects and committees in support of the organization.

About the Role

The President assures the integrity of the Board, coordinating the full Board's activities so it achieves its goals and operates in accordance with its bylaws. They play an important role on the interpersonal side of the Board, fostering trusting and candid relationships among members. The President chairs the Executive Committee which is constituted of the Vice President, Treasurer, Secretary, and others as the Board sees fit. The Presidential succession, in cases of temporary absence of the President, is the VP, then Treasurer, and then Secretary. In the absence of the President, the term "President" shall be construed to apply in due turn to this succession of officers. Role responsibilities are year-round and include but is not limited to:

- Supports the Board and Staff in setting and maintaining the organization's mission, vision and strategic goals.
- Setting the agenda and facilitating the Board Meetings and Executive Committee meetings.
- Overseeing and supporting the coordination of the work of other Board committees.
- With assistance from the VP, developing and facilitating officer transitions or succession plans.
- Monitoring and nurturing positive dynamics by creating an environment in which Board members feel engaged, included, respected, and able to make a positive contribution.
- Supports the staff of the organization as needed.
- Representing the organization at meetings as needed.
- Signing agreements, audit and other official documents.
- Weekly board check-in call with the Executive Director.

Role Description: Vice President**Term: 2 years (renewable once in the same role)****Time Commitment: 5-10 hours per month****About the WasteShed**

The mission of the WasteShed is to provide Chicago with an organized, affordable, and reliable resource for repurposed art, craft, and school materials, and with a dynamic center for activities related to sustainability, art, craft, education, and material culture. We connect Chicagoans who are interested in living more sustainably, seeking inspiration in unconventional material, getting the most out of the resources they have on hand, or just making projects at a low cost. The WasteShed was founded in 2014 in the Humboldt Park neighborhood of Chicago, with the goal of changing the culture of waste in the city, creating an abundant resource for the arts and education, and building community within a diverse neighborhood around shared cultural and environmental values. Since that time, the organization has grown significantly, now comprising 10 staff in 2 locations, with a large volunteer corps and numerous regular programs.

About the Board

The WasteShed board consists of between 3-8 members of diverse professional and personal backgrounds, their role is to work together to actively forward the goals of the organization and support WasteShed staff. The board is both an advisory board and a working board; in addition to attending meetings, supporting staff, and fiscal oversight, board members work independently on projects and committees in support of the organization.

About the Role

The VP assists with the overall functioning of the board and serves as an advisor and deputy to the President. If the President is absent, temporarily unable to perform her/his responsibilities, the VP acts as the President. The VP assumes the leadership role for the Nominating Committee and is also, with the assistance of the Executive Committee, in charge of recruitment and orientation of new board members. The VP sits on the executive committee with the President, Treasurer, Secretary, and others as the Board sees fit. Role responsibilities are year-round and include but is not limited to:

- Understanding the responsibilities and duties of the President, and is ready and prepared to stand in as needed.
- As part of the Executive Committee, filling board positions: nominating (identifying, screening, and recommending), recruiting (interviewing and offering), and providing orientation to board members.
- Monitoring and nurturing positive dynamics by creating an environment in which Board members feel engaged, included, respected, and able to make a positive contribution.
- Supporting the staff of the organization as needed.
- Representing the organization at meetings as needed.
- Executing specific projects at the request of the President including assisting the President with officer transition or succession plans.

Role Description: Treasurer**Term: 2 years (renewable once in the same role)****Time Commitment: 5-10 hours per month****About the WasteShed**

The mission of the WasteShed is to provide Chicago with an organized, affordable, and reliable resource for repurposed art, craft, and school materials, and with a dynamic center for activities related to sustainability, art, craft, education, and material culture. We connect Chicagoans who are interested in living more sustainably, seeking inspiration in unconventional material, getting the most out of the resources they have on hand, or just making projects at a low cost. The WasteShed was founded in 2014 in the Humboldt Park neighborhood of Chicago, with the goal of changing the culture of waste in the city, creating an abundant resource for the arts and education, and building community within a diverse neighborhood around shared cultural and environmental values. Since that time, the organization has grown significantly, now comprising 10 staff in 2 locations, with a large volunteer corps and numerous regular programs.

About the Board

The WasteShed board consists of between 3-8 members of diverse professional and personal backgrounds, their role is to work together to actively forward the goals of the organization and support WasteShed staff. The board is both an advisory board and a working board; in addition to attending meetings, supporting staff, and fiscal oversight, board members work independently on projects and committees in support of the organization.

About the Role

The Treasurer oversees all matters related to WasteShed finances and budget, and is the finance committee chair. They align all financial transactions with the goals, bylaws, and legal requirements of the WasteShed; and provides the information needed for all board members to make financial decisions for the organization. The Treasurer sits on the executive committee with the President, VP, Secretary, and others the board sees fit. If the organization's budget expands beyond \$500,000, the Treasurer will call into being and serve as the Chair of the Finance Committee. Role responsibilities are year-round and include but is not limited to:

- Supporting staff when needed through the oversight of the financial reporting/ management and disbursement of grants.
- Co-creating the full budget for the year with the executive committee, and creating structure for participatory budgeting with Stewards and staff for line items that relate to them.
- Ensuring that there is a process for the board approving the budget for the year within the first month of the year.
- Ensuring that all members of the board fully comprehend the financial health of the WasteShed and receive reliable and timely information regarding those matters.
- Reviewing and signing all expense forms and monthly reconciliations of accounts prepared by staff.
- Reviewing and approving monthly financial reports to the board prepared by staff.
- Overseeing and providing necessary assistance in the annual audit process.

Role Description: Secretary**Term: 2 years (renewable once in the same role)****Time Commitment: 5-10 hours per month****About the WasteShed**

The mission of the WasteShed is to provide Chicago with an organized, affordable, and reliable resource for repurposed art, craft, and school materials, and with a dynamic center for activities related to sustainability, art, craft, education, and material culture. We connect Chicagoans who are interested in living more sustainably, seeking inspiration in unconventional material, getting the most out of the resources they have on hand, or just making projects at a low cost. The WasteShed was founded in 2014 in the Humboldt Park neighborhood of Chicago, with the goal of changing the culture of waste in the city, creating an abundant resource for the arts and education, and building community within a diverse neighborhood around shared cultural and environmental values. Since that time, the organization has grown significantly, now comprising 10 staff in 2 locations, with a large volunteer corps and numerous regular programs.

About the Board

The WasteShed board consists of between 3-8 members of diverse professional and personal backgrounds, their role is to work together to actively forward the goals of the organization and support WasteShed staff. The board is both an advisory board and a working board; in addition to attending meetings, supporting staff, and fiscal oversight, board members work independently on projects and committees in support of the organization.

About the Role

The Secretary upholds legal compliance in reporting and transparency, and attests formally to the legitimacy of board documents. The Secretary is responsible to the board for reporting on and noting any inconsistencies of board actions. The Secretary sits on the Executive Committee with the President, VP, Treasurer, and others the board sees fit. They are also in charge of retreats. Role responsibilities are year-round and include but is not limited to:

- Writing letters on behalf of WasteShed, and signing various documents to ensure their accuracy
- Taking minutes during board meetings, distributing minutes in a timely manner, and keeping organized records of all the board meetings
- Communicating to board members the date and time of board meetings, retreats, and other events
- Following up on tasks board members have volunteered to do; holding members accountable at each meeting for the work they committed to
- Working with staff to ensure that 2 copies of all official documents are safely kept (online and at the WasteShed office).
- Tracking board member trends and letting the Nominations Committee know in advance when there will be a vacancy.
- Working with staff to ensure that Board member contact information is current and easily available.
- Certify the Bylaws, resolutions of the Board of Directors and committees thereof, and other documents of the Corporation