



Board Member Job Description

Citymakers Collective

Our mission is to teach aspiring citymakers the holistic design principles of resilient, beautiful, and prosperous places.

BOARD EXPECTATIONS

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

- determining and shepherding the mission of the organization and understanding its collective purpose
- supporting and evaluating the performance of the chief executive
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- monitoring Citymakers Collective's programs and services
- enhancing Citymakers Collective's public image
- assessing its own performance as the governing body of Citymakers Collective
- ensuring the legal and ethical integrity of the organization and its representatives

INDIVIDUAL EXPECTATIONS

Each individual board member is expected to:

- know the organization's mission, values, beliefs, policies, programs, and needs
- faithfully read and understand the organization's financial statements and board statements in advance of meetings
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for Citymakers Collective to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission
- give a meaningful personal financial donation or time commitment
- help identify personal connections that can benefit the organization's fundraising and reputational standing
- prepare for, attend, and conscientiously participate in board meetings
- participate fully in one team, initiative, or program
- engage in learning opportunities to better understand the community we serve and the purpose for which we work
- respect the experiences of all who bring their voices and lived experiences into the boardroom and the organization

ADDITIONAL EXPECTATIONS

Each individual board member is expected to:

- uphold the legal duties and laws regarding nonprofit governance
- follow the organization's bylaws, policies, and board resolutions
- 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 Citymakers Collective