

# GOVERNING BOARD JOB DESCRIPTION

The Charlotte Pride Board of Directors sets policy for the organization; ensures that it is operated in a legal, ethical and professional manner; represents the organization in the LGBTQ and allied community; and assists in raising funds for continued operation and fiscal stability. Collectively, the Board has direct authority over the executive director, who works with a volunteer staff to implement the policies, programs, and fundraising plans approved by the board.

While Board members do not typically have direct involvement in the planning and coordination of specific Pride events, programs and activities, they may be called on to assist as needed during various events. Board members must also build a working knowledge of all events in order to set governance standards that are in the best interest of the organization.

All Board members report directly to the President of the Board. The Board has a minimum of eight members and a maximum of twelve (including officers, which are elected from within the Board).

## TIME COMMITMENT

Board members serve three-year terms, which begin and end in line with the organization's fiscal calendar. If a board member is elected during a fiscal year and serves greater than 50% of the year, it will be considered the first full year of his or her term. A board member may not serve more than two consecutive terms.

The Board meets monthly and may meet more often as necessary. Board members are responsible to contact the President of the Board if they are unable to attend a meeting. Missing two meetings (without necessary approval from the President) will necessitate the re-evaluation of a Board member's continued service. Committee work is done in separate meetings or independently and should be completed prior to each month's Board meeting, or as directed by the committee chair and/or President of the Board.

Board members are expected to attend events produced by Charlotte Pride. As the face of the organization to the community, Board members are additionally asked to participate in various activities and local events at which Charlotte Pride wishes to be represented. These may include various charitable events, forums, and conferences. Board members may also be asked to represent Charlotte Pride at regional, national, or international conferences.

## RESPONSIBILITIES

### ADMINISTRATIVE

- Attend all Board and committee meetings, special functions, and Charlotte Pride events
- Understand and act in accordance with the organization's mission statement
- Be informed about the organization's rules of governance, procedures, policies, and programs

- Use sound judgment to form opinions & weigh facts when voting on issues that impact the organization and the community
- Check Pride email regularly and respond in a timely manner to issues or questions related to the Board or to committee assignments
- Be able to engage actively and respectfully in discussion of issues prior to voting
- Review agenda and supporting materials prior to Board and committee meetings
- Lead or participate in specific projects as directed by committee chairs or by the President of the Board

## **FIDUCIARY**

- Be able to read, understand, and discuss financial statements and budget related documents
- Support funding in advance of investment
- Give annually to Charlotte Pride and/or be actively & personally involved in fundraising efforts
- Engage in funding development, strategic planning, and the creation of organizational policy
- Assist the Board in carrying out its fiduciary responsibilities

## **PERSONAL**

- Accept and demonstrate the principles of equality and diversity that characterize the LGBTQ and allied movement
- Maintain the highest degree of personal ethics and conduct
- Recruit and nominate others who will bring strength and diversity to the organization

## **REPRESENTATIVE**

- Act as a goodwill ambassador within the community
- Keep up-to-date on issues impacting the LGBTQ community nationally and in the Charlotte region
- Act as a liaison with sponsors & vendors during Charlotte Pride events
- Represent Charlotte Pride at community events, meetings, and conferences
- Identify and connect with potential partners & donors

## **COMPENSATION**

Board service is an excellent way to get involved with the community, build professional relationships, and gain leadership skills. All Board members participate on a strictly volunteer basis. Board members may not receive any financial compensation for their work related to Charlotte Pride, either from the organization, vendors, or sponsors.