



Position Description (Volunteer Postion):

Director - Board of Directors

Revision Date: May 2018

Friends of the Carpenter Mission Statement: We are a non-profit, faith-based facility that provides safety, structure and purpose for vulnerable members of our community.

Purpose of the position: Legally responsible for the non-profit organization, to include:

- 1) The "duty of care" (prudent use of assets);
- 2) The "duty of loyalty" (act in the best interest of the organization); and
- 3) The "duty of obedience" (legal and ethical practices are consistent with the mission).

Reports to: Directors are elected by action of the Board of Directors.

RESPONSIBILITIES:

- Provide mission-based leadership and strategic governance in partnership with the Executive Director.
- Set goals and standards. Review outcomes and evaluate effectiveness of programs and activities.
- Support the Executive Director and Staff as appropriate to assist them in carrying out responsibilities. Contribute to setting goals and evaluating performance.
- Become informed of legal and fiduciary responsibilities in order to participate in making major business decisions. Approve annual budget, audit reports, etc.
- Represent Friends of the Carpenter to the community, potential partners, donors, etc. Act as an ambassador to promote the work of the organization and to identify and recruit people to serve the many volunteer needs.
- Serve on committees, take on special assignments, and regularly prepare for and attend Board of Director and other meetings in order to contribute to the effectiveness of the Board.

DESIRED QUALIFICATIONS:

- Experience or education in business, government, philanthropy, or the non-profit sector to contribute expertise in the leadership and governance of the organization.
 - Individuals from a variety of professional backgrounds are welcomed, including, but not limited to, business management, financial and banking institutions, civil engineering, facilities management, social services, retired military, pastors or staff from local ministries and legal professionals.
- Commitment to and understanding of those served by the organization to support the mission.
- Ability to generate trust and build relationships, both internally and externally, in order to effectively lead and govern the organization.
- Personal qualities of integrity, credibility, and a passion for service that supports the mission of the organization.