



Beautiful Broken Vessels
1 Floretta Pl Unit 80554 Raleigh, NC 27623
Beautifulbrokvvessels.org
info@beautifulbrokenvessels.org

Beautiful Broken Vessels Board Members Duties and Roles

Board member role: Board Chair

The Board Chair is a volunteer position with Beautiful Broken Vessels that presides over the board meetings while setting a strong, motivated and transparent culture between members. They ensure meetings are run smoothly and efficiently to guarantee there is consensus within board decisions. They are responsible for typing board meeting agendas and assigning tasks as needed to board members. The Board Chair will follow up with board members on a consistent basis by email or phone, holding them accountable and ensuring they have the necessary resources to complete assigned tasks in a timely manner. The Board Chair will meet with the Director/President to verify the agenda is in line with the organization's goals and mission statement. They will also meet with the Vice President/President to ensure the organization remains in line with the core values, mission and vision statement.

Your duties as Board Chair

- Develop and monitor a budget for respective committees
- Form and oversee ad-hoc committees as needed
 - Guidelines are provided
- Facilitate communication between staff, committee, and board members
- Adhere to Board of Directors rules and regulations
- Work alongside President, Vice President, Secretary, Treasurer, Marketing Chair, Fundraising Chair, Recruitment Chair and Program Director; synchronizing board members to seamlessly work together as a team
- Provide oversight, develop plans and financial budget for committees; to achieve the monthly, semiannual and or annual goals for fundraising, marketing and recruitment
- Verify with Director/President that the board agenda encompasses current needs and goals on a consistent basis
- Meet regularly with the Vice President/President/director to ensure the organization stays in line with the core values, mission and vision statement
- Perpetually follow up with board members with an email or phone call on tasks assigned during board meetings; cc'ing president and vice president as needed
- Problem solve to ensure required tasks are being accomplished
- Identify necessary support and resources each board member needs to be successful in their respective role
- Ensure marketing and fundraising strategies create a favorable image for Beautiful Broken Vessels in the public eye



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Board Member Responsibilities:

- Provide strategic leadership
- Be knowledgeable about the organization's values, mission, programs and performance
- Be an ambassador for the organization and promote its work in the community
- Ensure the organization's financial viability and sustainability
- Develop policy frameworks
- Employ and evaluate the performance of the Executive Director
- Participate in fundraising efforts to carry out these responsibilities.
 - Responsible for personally donating a specified amount as predetermined via personal donations, donations from personal contacts, business contacts etc.

In addition to attendance at Board meetings; a minimum of four times a year: you may be required to participate on committees and special meetings.

- Serves a minimum of a one (1) year term on the Board.
 - Eligible to serve a three (3) year term if re-elected by the Board. The Board has up to 7 members, terms range from 1 to 3 years and are staggered so that no more than half of the Directors are being replaced or re-elected in any given year.
- Attend a minimum of three (3) events each month (includes board meetings, committee meetings or other planned events. The Full Board of Directors meets the 2nd Thursday of every month from 6:00 p.m. to 8:00 pm
- Makes a serious commitment to participate actively in committee work
- Beautiful Broken Vessels is a voluntary working board
- Understands the Mission and promotes to the public
- Stays informed about committee matters, is prepared for meetings, and reviews and comments on minutes and reports
- Participates in the committee's annual evaluation and planning efforts
- Please read and understand the Board Role description of the position you are applying for



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Board Member Qualifications:

A team player with a desire to ensure adolescents and young women learn to love themselves and curate healthy relationships; with the willingness to:

- Commit time for regular Board meetings
- Volunteer at special events, as required
- Engage in critical thought and be committed to a vibrant future for the organization
- Prepare well for meetings, reviewing and commenting on minutes and reports
- Listen well and be thoughtful in considering issues
- Get to know other directors and build a collegial working relationship that contributes to consensus
- Actively participate in the board's annual evaluation and planning efforts
- Understand the fiscal implications of decisions
- Recruit other board members; providing them with participation requirements, duties and responsibilities