



Beautiful Broken Vessels  
1 Floretta Pl Unit 80554 Raleigh, NC 27623  
[Beautifulbrokvvessels.org](http://Beautifulbrokvvessels.org)  
[info@beautifulbrokenvessels.org](mailto:info@beautifulbrokenvessels.org)

## **Beautiful Broken Vessels Board Members Duties and Roles**

### **Board member role: Recruitment Chair**

The Recruitment Chair, which is a volunteer position, is responsible for building relationships within the community, churches and area schools to increase knowledge of the organization; while simultaneously increasing participant and donor connections. Through building these relationships, the recruitment chair will provide an avenue for the Founder/Director to hold presentations about Beautiful Broken Vessels; to build rapport with the appropriate community and school leaders. They are responsible for following up with the community, schools and churches to recruit participants for the program, focus groups, etc. The Recruitment Chair will construct and provide monthly reports on the impact made within the community for the Board meetings. It is the responsibility of the Recruitment Chair to work in conjunction with the Marketing Chair to promote events to the general public and other tasks that may arise. Beautiful Broken Vessels encourages you to use any and all available resources, create and bring in referrals, help build Beautiful Broken Vessels credibility and expand our organization's recognition within the community.

### **Your duties as Recruitment Chair:**

- Develop and monitor a budget for recruitment initiatives
- Form and oversee Recruitment Committees as needed
  - Guidelines are provided
- Facilitate communication between staff, committee, and board
- Oversee presentations to build rapport and recognition within the community
- Maintain a running contact list of community organization leaders
- Responsible for providing pamphlets and other information to different community organizations
- Create and present reports to the Board of Directors monthly
- Adhere to Board of Directors rules and regulations
- Stay in contact with President and Board Chair on duties and tasks assigned
- Work alongside Fundraising Chair, Marketing Chair and Program Director



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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 attached 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