



Beautiful Broken Vessels  
1 Floretta Pl Unit 80554 Raleigh, NC 27623  
Beautifulbrok vessels.org  
919-728-1228

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

### **Board member role: Fundraising Chair**

The role of the Fundraising Chair, which is a volunteer position; is to ensure efficient funds are continually being raised, while simultaneously overseeing fundraising activities. They would creatively generate revenue through grants, recurring donors, as well as securing new supporters; to sustain the monthly and annual financial goals for Beautiful Broken Vessels. The Fundraising Chair will work in tandem with the Treasurer to make sure the annual Operating/Net Working Capital goals are steadily met. They will construct and provide monthly reports for the Board meetings as well as potential grant funders. It is the responsibility of the Fundraising Chair to work in conjunction with the Marketing Chair to promote events to the general public and other tasks that may arise.

### **Your duties as Fundraising Chair:**

- Develop and monitor a budget for fundraising initiatives
- Coordinator of the annual fundraiser
- Oversee fundraising events
- Manage large gifts and donor relations
- Solicit sponsors for fundraising events
- Locate and build rapport with companies that provide “donation match” opportunities for employees
- Grant proposals/writing
  - Training can be provided if needed
- Work alongside Treasurer and Marketing Chair
- 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
- Include Treasurer in emails with donors, sponsors, fundraising events etc.
  - Need both parties present and/or President/Board Chair to count funds from events
- Form and oversee Fundraising Committee’s as needed
  - Guidelines are provided



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Each board member is required to donate and/or raise funds for the organization, either through personal finances, personal contacts, business contacts, other donations, etc.

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.

### 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 raising funds via personal donations, donations from personal contacts, business contacts, other donors, 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.
- Read and understand the Board Role.
- vote and make decisions for BBV mission advancement and success.



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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