



## **Board of Directors Descriptions**

### About SVP Boulder County

Social Venture Partners (SVP) builds relationships between donors, volunteers and organizations that are out to change our world. We help individuals make a greater impact when giving back, fund and strengthen non-profits, and equip our community to tackle great social challenges, together.

SVP strengthens non-profits through investments of cash grants and pro bono consulting. Furthermore, we prepare donors and volunteers to have greater philanthropic impact. Since 2000, SVP has invested over \$1.3 million in cash grants and \$2 million in-kind consulting in Boulder County non-profits.

### About SVP's Board of Directors Members at Large

SVP Boulder County is comprised of up to 15 members and no less than five members, including the Executive Committee. The Executive Committee includes the Board Chair, Vice Chair, Treasurer, and Secretary. Members of the Executive Committee accept additional responsibilities to the members-at-large whose responsibilities are listed below.

At least seventy-five percent (75%) of the Board must be comprised of Partners, with the remaining positions being available to Associate Partners or outside Directors. Remaining legal requirements of the Board of Directors are listed in the organizational bylaws.

SVP Boulder County's Board of Directors is the governing body, overseeing vision, mission, and internal operations of the organization. SVP Board members are elected for three year terms and may be serve two terms in a row. Board members hold overall fiscal and managerial oversight responsibility for SVP Boulder County. They are charged with the supervision and oversight of SVP Boulder County's mission. They are responsible for making decisions, delegating work, and assuring decisions are carried out in the manner intended. Ultimately, board members serve as ambassadors for SVP Boulder County's mission, inside and outside of organizational commitments.

### Responsibilities

- Serve as a leading ambassador of SVP Boulder County's mission, programs, and services, including Partner recruitment and orientation.
- Agree to a two-year board term with the option of renewal for three consecutive terms.
- Regularly attend monthly Board meetings, semiannual SVP partner meetings, and important related meetings.
- Attend at least two other SVP meetings (educational or social) per year.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.

- Serve on at least one sub-committee, preferably as a chair, and attend committee meetings.
- Make a serious commitment to participate actively in Board and other SVP Partner work.
- Prepare and approve necessary organizational policies.
- Participate in fundraising activities as appropriate and agreed upon with Executive Director. Examples include hosting an event, thanking donors, serving as a prospect partner buddy, or other activities.
- Commit to attend one to two educational sessions on board governance and nonprofit leadership.
- Participate in annual self-evaluation of personal board service.
- Participate in hiring and oversight process of executive director.
- Be knowledgeable about SVP Boulder County’s mission, vision, programs, and events.
- Stay informed about Board matters, prepare themselves for meetings, and review and comment on issues of importance.
- Participate in creation of strategic plan and conduct annual review of the strategic plan.
- Build a collegial working relationship with board members and other SVP partners.
- Respond to requests for feedback or decisions between meetings over email in a timely manner.
- Understand financial statements or commit to learning about financial management.

#### Qualifications for Service

- Current and active SVP Boulder County Partner
- Interest in and willingness to support SVP Boulder County’s goals and objectives
- Initiative
- Integrity
- Analytical ability
- Sensitivity and awareness
- Leadership
- Sound decision-making ability
- Planning skills
- Ability to organize and monitor work
- Collaborative
- Ability to easily use email and other technology such as cloud services

## **SVP Boulder County Executive Committee**

An Executive Committee will form once SVP Boulder County's Board reaches 10 or more members. The purpose of the Executive Committee is to address issues requiring immediate attention between board meetings. Executive Committee members will provide ad hoc leadership as needed.

The Executive Committee shall consist of the officers of SVP Boulder County, including the Chair, Vice Chair, Secretary, Treasurer and Executive Director ex officio. If still serving on the Board, the immediate past Chair shall also be an ex-officio member of the Executive Committee. Terms of all Executive Committee members are one year, for up to four consecutive years.

The Executive Committee, during the interim between annual meetings, may fill vacancies in its membership or in the offices of SVP Boulder County; provided, however, the office of Chair shall be filled automatically by the Vice-Chair until such time as a new Chair is selected.

## Board Chair Description

In addition to the member-at-large responsibilities and in accordance with the organizational bylaws, the Board Chair shall preside at all meetings of the Board of Directors unless the Chair of the Board designates another person to preside and, subject to the supervision of the Board of Directors, shall perform all duties customary to the office of the Chair:

- Provides leadership and direction to the SVP Boulder County Board of Directors. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Oversees facilitation of board meetings after developing the agenda with applicable parties.
- Actively recruits new board members and helps to retain current board members.
- Encourages transparent communication between all Board members
- Oversees the creation and implementation of the strategic plan including timelines and accountability. Encourages board participation in creation of the strategic plan.
- Communicates as needed with Committee Chairs to ensure that action items are met and that activities are in-line with the mission and vision.
- Represents SVP Boulder County as an ambassador for the mission at events and other activities.
- Monitors financial planning and financial reports.
- Plays a leading role in fundraising activities.
- Annually encourages evaluation of the Board and the performance of the organization and its mission.

### Board Vice Chair Description

In addition to the member-at-large responsibilities and in accordance with the organizational bylaws, the Vice Chair shall serve in the Chair's place in the event the Chair is unable to serve or perform duties delegated to the Chair. The Vice Chair may have such additional duties as delegated to him or her by the Board of Directors or the Chair:

- In absence of Chair, coordinates facilitation of Board meetings, ensure agendas and minutes are distributed, and implement the strategic plan.
- Reports to the Board Chair.
- Works closely with the Board Chair, board members, and organizational staff as s/he steps into the Board Chair position.
- Helps the Board Chair to develop and implement office transition plans.
- Performs other responsibilities as assigned by the board.
- Actively recruits new board members and help to retain current board members.
- Provides leadership and direction to the Board of Directors.
- Ensures transparent communication between all Board members.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Represents SVP Boulder County as an ambassador for the mission at events and other activities.
- Plays a leading role in fundraising activities.

## Board Secretary Description

The Secretary is primarily responsible for coordinating the recording of board meeting minutes and maintaining organizational documents and records. In addition to the member-at-large responsibilities and in accordance with the organizational bylaws, the Secretary shall be responsible for:

- Maintains board records and ensures effective management of the organization’s records. Secretary is not solely responsible for recording all board meeting minutes, but is responsible for ensuring minutes are taken, reviewed, and distributed in a timely manner.
- Manages board meeting minutes: Collect and send a draft of the minutes to the Chair for approval and then send on to the rest of the Board. Minutes should reflect the activities of meetings in an objective manner, without unnecessary commentary. They should include the following information:
  - Who is present and absent
  - Agenda
  - Items discussed
  - Key issues raised
  - Votes and action items and
  - Any other relevant information
- Ensures documentation and distribution of Executive Committees meeting notes.
- Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to reference when necessary in board meetings.
- Works with the Executive Director to ensure all decisions and documents are consolidated in the SVP Boulder County Handbook.

In the absence of the Secretary at any meeting, a secretary *pro tempore* shall be appointed by the presiding Officer.

## Board Treasurer Description

In accordance with organizational bylaws, the Treasurer is primarily responsible for overseeing SVP Boulder County's finances. In addition to the board member-at large responsibilities, the Board Treasurer has the following responsibilities:

- Oversees all revenues and expenses and creates financial statements (balance sheet, income statement, and cash flow statement) and communicate this information to the Board on a monthly basis;
- Works with the staff and board to create the SVP Boulder County budget and seeks approval from the board on annual budget;
- Ensures development and board review of sound fiscal policies and procedures;
- Acts as an official signer on the SVP Boulder County bank account and work with Executive Director on large monetary distributions;
- Oversees any financial agreements;
- Chairs the Finance Committee;
- In cooperation with the Executive Director, be responsible for filing annual tax forms as required by the state of Colorado or the IRS.
- Provide a full financial report to the Board of Directors annually.
- Works with the Executive Director to ensure annual audit or financial review.