



**PORTLAND**

# Board of Directors

## Role, Expectations & Priorities

The Board has a primary responsibility to its immediate constituents, operating Social Venture Partners Portland (SVP) effectively in the interest of its Investees (grantees), Partners, staff and community. The Board provides continuity to SVP, offers strong support for the mission and staff, establishes policy, and focuses on the goals, objectives, and long-range plans for the organization.

Critical to ensuring a successful, effective and efficient organization is the understanding and acceptance of a basic division of responsibilities between the Board of Directors and Chief Executive Officer (CEO). The Board focuses on consideration of mission, purpose and policy, and insists upon the selection of competent staff and officers. The CEO serves as the operating head of the organization. Normally, when the need for a policy statement arises, the responsibility for preparing and submitting the draft lies with the CEO and the working committees formed by the Board. The Board may then approve it, ask for additional information, or appoint a committee to further develop the policy. Once approved, the policy thereafter guides future actions of the Board, working committees and staff. (Policy statement revisions follow the same course.)

While the duties of each are differentiated as such, the Board and CEO must provide strong mutual support to one another. The Board ensures the staff has resources and direction to function at the highest level. The CEO provides leadership, stewardship and adequate leverage for his/her Board.

### BOARD RESPONSIBILITIES

The Directors share responsibilities in the following key areas:

1. Strategy & Planning
2. Fund Development/Recruiting
  - a. Participating in fundraising efforts and donor cultivation efforts led by staff
3. Financial Management
  - a. Ensuring there are adequate financial resources to achieve the organization's mission
  - b. Reviewing, approving and overseeing the annual budgeting (and audit) process
4. Partnership and Community Relations
  - a. Maintaining appropriate communication links with Partners, donors and key constituents
  - b. Promoting SVP and our programs/activities to the general public
5. Leadership & Human Resources
  - a. Electing Board officers and appointing new Directors, as needed
  - b. Evaluating the Board's effectiveness
  - c. Selecting, setting compensation for, evaluating, and terminating the CEO
6. Operations
  - a. Setting operating policies and evaluating the organization's operations on a regular basis
  - b. Ensuring that SVP Portland meets all appropriate legal requirements

### EXPECTATIONS OF DIRECTORS

Directors agree to the following requirements for Board service and to perform the following specific duties:

- Demonstrate a passion for the organization's mission and goals
- Bring specific experience or knowledge in one or more of the following skill areas: Leadership, Human Resources, Strategy, Planning, Finance, Fundraising, Community Relations, Legal Affairs, Operations, Non-Profit Management and/or familiarity with community issues, especially in the Ready for Kindergarten arena
- Regularly attend scheduled Board functions and meetings:
  - Attend a minimum of 3 of the 4 scheduled Board meetings (4<sup>th</sup> Tuesday of Jan, April, July, October, 2:30-5:30pm)

- Attend a minimum of 3 of the 4 scheduled 30-minute Board check-in calls
- Attend the annual Board retreat (one full day)
- Attend the Annual Partners' Meeting and at least one other general Partnership meeting each year.
- Make a personally-significant gift to SVP
- Work to bring in \$10,000 (each) through any means, including:
  - personal contribution
  - earning contributions from Partners, donors and/or funders
  - aligning donors and funders with our investments
- Willingly represent SVP in the community
  - Participate on at least one working committee or Investment Team each year

## 2016 RECRUITMENT PRIORITIES

- Among new Board members, we seek a group that collectively:
  - Replaces key expertise, credibility, connections or roles played by three members leaving in 2016:
    - Engagement in our Community Impact activities
    - Focus on Board-level oversight and accountability (as CEO/ED that has managed a Board)
    - Help with growing, developing the Board
  - Partners and community members who:
    - Understand and have credibility in the community with respect to our Ready for Kindergarten initiative
    - Reflect the experience of our priority populations<sup>1</sup>
    - Offer strong credibility in the non-profit community
    - Have financial resources sufficient to meet expectations for Board members
    - Understand venture philanthropy
    - Offer access to a strong business network(s)
    - Are contemporary thinkers
    - Offer strong potential for future SVP Board leadership

## 2016 RECRUITMENT PROFILES

We will continue to develop a Board that promotes contemporary thinking, calculated risk taking, enthusiasm for fund and partnership development, and inclusion of diverse perspectives. We especially need to add people who reflect the experience of our priority populations and a person with early childhood development or education expertise. Within these priorities, we will seek three key profiles:

### **Profile 1: System Network & Credibility**

- Understands landscape and has credibility in community with respect to our R4K initiative
- Offers access to key R4K leader network

### **Profile 2: Nonprofit Leader**

- Offers strong credibility in the nonprofit community
- Strong executive leadership experience
- Preference for experience with SVP engagement (as an Investee or former Investee)

### **Profile 3: Networks to access resources**

- Offers access to a strong business network(s) and/or wealth circles
- Enthusiasm for fundraising
- Institutional knowledge and/or history of SVP

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<sup>1</sup> Children of color, children living in poverty, and/or children whose first language is not English