



Board Member Job Description

The Children and Family Services Center (CFSC) strives to strengthen Charlotte's nonprofit community through access to facilities and services that leads to greater impact and efficiency. To fulfill its mission, CFSC offers dignified office and meeting space to nonprofits and builds their capacity through full-service finance, HR and IT services. CFSC is governed by a volunteer Board of Directors who are responsible for the organizations strategic direction, fiscal health and oversight of its executive leader.

This is an exciting time for CFSC as the organization is currently undergoing a rebrand and developing a strategy for growth in the region! CFSC is also implementing a novel fundraising program. **To support these efforts, CFSC is seeking new members to join the board that have a particular interest or experience in fundraising.**

CFSC Board of Directors are asked to commit to the following:

Expectations of the Board as a whole

- Determine the CFSC's mission and purpose
- Ensure effective organizational planning
- Ensure adequate financial resources
- Manage resources effectively
- Engage with stakeholders
- Assess board performance
- Select the executive
- Support the President and CEO, and review his or her performance
- Ensure strong fiduciary oversight and financial management
- Make a financial contribution that is personally meaningful and reflects your role as a Board Member
- Fully participate in all CFSC fundraising efforts, including identifying and cultivating donors, and soliciting or supporting the solicitation of financial contributions for CFSC
- Leverage unique talents, expertise and connections to advance CFSC's mission
- Serve as an ambassador for CFSC, informing members of the community about the value and impact of CFSC's work
- Assist the Board in carrying out its fiduciary responsibilities, such as reviewing the organization's budget and financial statements

Individual expectations of Board Members

- Be familiar with CFSC's mission, vision, services, policies, strategic and financial goals
- Attend and fully engage in all Board and committee meetings and functions
- Serve on at least one committee
- Follow CFSC's bylaws, policies, and board resolutions
- Sign an annual conflict-of-interest disclosure and disclose actual or potential conflicts
- Maintain confidentiality about all internal matters related to CFSC

To learn more or express interest in joining the CFSC Board of Directors contact Shelley White, President and CEO, at swhite@childrenfamily.org.