

Board of Director Job Description HRDC

Mission

Strengthening Community

HRDC was established in 1975 and serves Gallatin, Park, and Meagher Counties. HRDC is a non-profit community action agency, dedicated to strengthening community and advancing the quality of people's lives. The HRDC offers multiple programs in these focus areas: Food and Nutrition, Housing and Homelessness, Child and Youth Development, Senior Empowerment, Community Transportation, Home Heating, Efficiency, and Safety, and Community (Economic) Development.

Position

The Board will support the work of HRDC and provide mission-based leadership and strategic governance. While day-to-day operations are led by HRDC's chief executive officer (CEO) and Chief Operating Officer (COO), the Board-CEO/COO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Leadership, governance and oversight

- Serving as a trusted advisor to the CEO/COO as they develop and implement HRDC's strategic plan
- Reviewing outcomes and metrics created by HRDC for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Approving HRDC's financial reports, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the CEO
- Assisting the CEO and board chair in identifying and recruiting other Board Members
- Partnering with the CEO and other board members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Representing HRDC to stakeholders; acting as an ambassador for the organization
- Ensuring HRDC's commitment to a diverse board and staff that reflects the communities HRDC serves

Fundraising

HRDC Board Members will consider HRDC a philanthropic priority and make annual gifts that reflect that priority. So that HRDC can credibly solicit contributions from foundations, organizations, and individuals, HRDC expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.

Board terms/participation

HRDC's Board Members will serve a three-year term to be eligible for re-appointment. Board meetings will be held six times per year with a additional meeting for Board training. Committee meetings will be held in coordination with full board meetings.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about this community and HRDC's mission. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to contribute to the efforts of the HRDC and attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- A commitment to and understanding of HRDC's beneficiaries, preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of HRDC's beneficiaries

Service on HRDC's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.