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## EMBARK BOARD JOB DESCRIPTION

**OBJECTIVE** EMBARK has reached the five year mark as a nonprofit organization. Our Board of Directors must evolve and expand. We seek individuals who are not only excited by our mission, vision and programs, but who can give of their time and skills and connect additional supporters to EMBARK.

**SKILLS & ABILITIES** EMBARK seeks board members who have skills that extend and complement those of our current board members. We are grateful to those who can bring occupational skills to the table, but we also encourage those who want to contribute alternative skills that can help build our organization, perhaps in an area of hobby or interest.

**TIME COMMITMENT** Going forward – EMBARK’s Board will meet quarterly and each member will be asked to participate on two committees.  
Because our board will meet less frequently, it is also expected that board members respond promptly to communications from the Chair or Executive Director with needed opinions, advice, materials, signatures, etc.

**FINANCIAL CONTRIBUTION**

**FUNDRAISING**

One of the main functions of a nonprofit board is fundraising. This can come in the form of making individual connections and encouraging support. It can also take form in the planning and execution of fundraising events and campaigns. Board Members might also serve as liaisons to Foundation Representatives, Community Organizations such as the Chamber of Commerce and the Rotary and Municipal entities. Currently, as EMBARK’s staff is small, a board committee might also assist in the research and writing of grants.

**INDIVIDUAL CONTRIBUTION**

It is asked that every EMBARK board member contribute a minimum of \$500 per year. This monetary support not only contributes to our operating costs but shows every board member’s support for EMBARK’S mission. This exemplifies confidence in the organization and encourages others to show the same confidence and support.

If a board member feels they cannot contribute the minimum amount, it is asked that he or she give what is meaningful to him or her and get the remaining amount via contributions to EMBARK from others.

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## EMBARK ADVISORY BOARD

**OBJECTIVE** EMBARK’s advisory board is for supporters who cannot participate as a full board member or who are new to the organization and would like to be considered for our board.

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**TIME COMMITMENT** Advisory board members will be called upon when their particular skill set is needed, or advise on a particular manner. It is also expected that advisory board members volunteer for events when possible, encourage friends and colleagues to participate in EMBARK events or as donors and serve as overall advocates for the organization.

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**FINANCIAL CONTRIBUTION** **FUNDRAISING**  
Advisory board members are asked to serve on at least one committee per year and to attend at least one fundraising event.

**INDIVIDUAL CONTRIBUTION**

Currently there is no minimum financial contribution required from advisory members, but we are hopeful the advisory members would make a contribution that is meaningful to them or attend a fundraiser or two per year. It is always easier to encourage others to give of time and money when that example is set by others.