the ACT!ONCENTER
COMMUNITY • COMPASSION • CONNECTION

BOARD OF DIRECTORS POSITION ANNOUNCEMENT

The Action Center is seeking passionate, creative, and community minded individuals to serve on our Board of Directors

At the Action Center we believe that every individual and family deserves the opportunity to thrive. For 54 years we have been committed to strengthening and improving the lives of our neighbors throughout Jefferson County.

Our mission is to provide an immediate and compassionate response to those in the community experiencing hardship. We do so by offering the resources, services and support to stabilize lives and promote pathways to lasting change.

The Action Center is a one-stop-shop that promotes well-being and offers comprehensive resources starting with our free grocery and clothing bank. Once immediate needs are met, The Action Center supports our neighbors by walking beside them towards longer term relief like enrollment in benefits, financial support such as emergency bill pay, rent and utility assistance and finally development of skills development and family coaching to identify and attain long term goals for a healthy thriving life.

Essential Duties and Responsibilities of Action Center Board Members:

1. Organization Mission & Strategic Decisions
    a. Ensure Clarity of The Action Center's Purpose, Mission and Vision
    b. Guide and approve major policies and program changes
    c. Guide and Approve organization's strategic direction and plan
2. Leadership
    a. Seek opportunities to promote The Action Center and harness personal networks
    b. Provide direction, support, evaluation and accountability to the Executive Director
    c. Ensure that Action Center leadership, systems, culture and practices support the development of a diverse and effective team and support quality program delivery for diverse populations
3. Resources
    a. Actively engage in fundraising
    b. Provide expertise and/or access to expertise (functional and programmatic)
    c. Ensure The Action Center has resources for its current needs and long-range strategy
4. Organizational Performance
    a. Review the results achieved by management as compared with The Action Center's stated goals, mission and strategic plan
    b. Oversee financial and risk management
    c. Perform an annual self-evaluation of own performance, as well as the Board as a whole, and take initiative to improve performance

Position Requirements

1. Strong commitment to serving low-income and under-served communities

2. Willingness to contribute meaningfully to The Action Center's resources, including committing time, financial resources, access to networks and social capital, and/or hands-on support

3. Commitment to attending The Action Center's monthly Board meetings (meetings are held on the second Tuesday of the month from 5PM-7PM at The Action Center in Lakewood)

4. Commitment to serving a three-year term (1 additional term is optional)

5. Commitment to serve on at least one committee to engage in ongoing efforts

6. Commitment to attending the annual full day retreat

Preferred Qualifications (one or more of the areas below)

1. Substantive knowledge and/or expertise in The Action Center's mission (through lived experience, work or volunteer experience)
2. Strong ties to Jefferson County or Denver Metro Region
3. Experience with nonprofit governance (e.g., through a past leadership role as a board member or staff member at a nonprofit)
4. Strong fundraising connections and/or fundraising experience
5. Substantive knowledge and/or expertise in The Action Center's mission

To Apply: Please complete your application online at https://bit.ly/BoardApplicationActionCenter or send a resume and a completed application for board membership to pbrier@theactioncenter.org with the subject heading "Board Member

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BOARD OF DIRECTORS APPLICATION

First Name:_____ Last Name:_____

Phone:_____ Email:_____

Mailing Address: _____ City/State:_____ Zip:_____

Business or Organization:_____ Title:_____

1. Please describe your relevant work and nonprofit experience and how you would apply that to the Action Center and Board of Directors service. _____
_____
_____
_____

2. Our board members provide expert counsel to the board and staff in their various areas of expertise. Please identify the skill(s) and expertise that you have.

- ☐ Community Outreach
- ☐ Critical Networks
- ☐ Development – Fundraising
- ☐ Education
- ☐ Finance
- ☐ Human Resources
- ☐ Law
- ☐ Marketing
- ☐ Nonprofit Leadership
- ☐ Poverty Alleviation – Homelessness Prevention
- ☐ Other, please describe_____
_____
_____

3. Please make a personal statement about your past involvement or desire to engage in the mission of The Action Center and the community members we serve._____
_____
_____
_____

4. Would you be able to make these time commitments? The Action Center Board of Directors meets:
   - Monthly on the 2nd Tuesday at 5 p.m.
   - For an Annual Board Retreat (All Day, Local, Not Overnight)
   - Various Committee Meeting throughout the year

   ☐ Yes ☐ No

5. Our Board members are also donors to The Action Center, typically through an annual pledge. Are you willing to financially support The Action Center in its work?

   ☐ Yes ☐ No ☐ I'd like to learn more about other giving options

6. Please attached your resume or curriculum vitae and email to pbrier@theactheactioncenter.org with subject: "Board Member."