BOARD JOB DESCRIPTION

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Community Tech Network (CTN) so as to support the organization’s mission and needs.

**Major responsibilities***
- Organizational leadership and guidance
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Fundraising and outreach
- Financial management, including adoption and oversight of the annual budget
- Review of organizational and programmatic reports
- Promotion of CTN

*Members of the board share these responsibilities while acting in the interest of CTN. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

**Length of term:** Two years, which may be renewed up to a maximum of three consecutive terms, pending approval of the board.

**Meetings and time commitment:** Quarterly meetings are 3-hours and held in person during normal business hours. Monthly calls are conducted by the board and each committee may also meet. In addition to the meeting times, board members should expect to spend an average of 5-10 hours per month on board-related activities, depending on events and current initiatives.
BOARD SERVICE OVERVIEW

REQUIREMENTS OF CANDIDATES

CTN seeks a diverse group of professionals, government and foundation executives, public service, business executives and/or community leaders, who will bring access and influence to CTN. All board members are expected to use their access and influence to support the growth and development of the organization.

Candidates must have a commitment to the mission and values of CTN in order to make a difference in the lives of people and their communities. They must also be committed to supporting CTN in making its Board of Directors representative and inclusive of the entire community, including people of varied ethnicity, gender, gender identity, sexual orientation and physical abilities.

Candidates must have good interpersonal skills, patience, a sense of humor, a willingness to learn, and must be able to participate in and sustain collaborative group efforts.

Board members are expected to donate or raise $1,000 annually in financial support for CTN. This amount can be reached through direct donation, hosting fundraising parties, securing matching funds or through introductions with major donors and foundations.

THE SELECTION PROCESS

Candidates should first contact either the Executive Director or a Board Member to arrange an informal meeting of introduction after which a recommendation will be made to the full Board about an invitation to a Committee meeting. A follow-up call/meeting will be arranged with the candidate to address questions and concerns, after which a nomination will be presented to the full Board. Candidates will be notified of the result immediately following this process.

THE OPPORTUNITY

This is an excellent opportunity to foster the growth and development of an emerging nonprofit organization devoted to improving quality of life for an underserved community via technology.

Men and women, people of color, ethnic minorities, physically challenged, candidates of diverse sexual orientation and/or gender expression and other minority candidates are strongly encouraged to pursue Board service with CTN.