



**Big Brothers Big Sisters**  
of Gallatin County

**BOARD MEMBER JOB DESCRIPTION**

**Board Approved 11-28-12**

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- I. **TITLE:** Board Member of Big Brothers Big Sisters of Gallatin County
- II. **OUTLINE OF RESPONSIBILITIES:**
- A. **Type of Responsibilities:**
1. Attend all board and committee meetings. Notify the Board Chair, Committee Chair or CEO if unable to attend. Missing two consecutive board or committee meetings may result in the loss of voting privileges.
  2. Serve on at least (2) committees.
  3. Officers on the board who serve on the Executive Committee must pick one additional committee.
  4. Contribute to the financial support of the agency by making a personal donation at a meaningful level.
  5. Participate in agency fundraisers (BFKS, Gala, Gift Wrap, or Celebrity Golf Tournament). This includes not only time, but also promotion of events within the community. .
  6. Carry out all delegated assignments promptly.
  7. Recruit prospective Big Brothers, Big Sisters, Big Couples, and Big Families.
  8. Make suggestions to the Board Development Committee for new Board members and assist in recruitment as necessary.
  9. Implement, through board and committee participation, the immediate and long-range objectives of the organization.
  10. Become acquainted with the office facilities and CEO, thus ensuring more than just a paper knowledge of BBBSGC.
  11. Make constructive suggestions through appropriate channels.
  12. Recognize areas that require new policy or changes in the old policy.
  13. Take the initiative and carry out the needs of the organization where and when appropriate.

## **B. Suggested Activities**

1. Read and review relevant materials prior to board meeting.
2. Attend at least one match activity annually.
3. Read agency newsletter.
4. Regularly stop by the BBBSGC office.

## **III. LINES OF COMMUNICATION**

Communication on policy issues will be first brought to the Committee Chair, then to Board Chair. Board members should always feel free to discuss and clarify issues with the Chair or CEO.

## **IV. TIME COMMITMENT**

- A. The Board meets every month. The meetings average 1 hour.
- B. Annual Board Retreat – all day.
- C. Operating committees meet approximately six times annually. Most meetings will average one hour in length.
- D. Fundraising committees meet on an as-needed basis. Planning meetings begin five or six months before the event and usually last one hour. More frequent meetings are held just prior to the event.
- E. The average time commitment of a Board member will be about five to ten hours a month.

## **V. DESIRED EXPERIENCE/SKILLS**

The following criteria should be met by all persons prior to nomination to serve as a Board member for Big Brothers Big Sisters of Gallatin County.

1. Have convictions about the purpose and functions of the agency. The candidate should believe in the mission of the organization and be willing to add his or her talents to help the organization effectively serve its clients.
2. The individual should show tact and an ability to work with other people.
3. Be willing to devote time and effort to the agency.

4. Be willing to become knowledgeable of the agency and spread the word. As a Board member, the candidate will need to learn a great deal about the functioning of the entire agency and will have to help keep the agency's name in the public eye.
5. It is desirable that every member offer some skill or attribute to be used in a standing committee or that he/she through his/her personality and experience can make a definite contribution to the Board.
6. The person should demonstrate a community point-of-view and have positive feelings about his/her community, as well as, an organizational point-of-view. He/she should be able to work within the prescribed structure of Big Brothers Big Sisters which is dependent upon committee work leading to overall Board policy setting.
7. Residency Requirement: It is mandatory for the board members to have lived and worked in Gallatin County for a minimum of six months.
8. Individuals can be involved with the board as a committee member until they meet the residency requirement.