



## **Associates for Renewal in Education Board of Directors' Position Description**

### **ARE's Mission**

To promote the well being of children, youth, and families of the District of Columbia, and to help them achieve success in education, employment, family, community, and civic roles.

### **About ARE**

ARE provides a continuum of care for youth and families from early childhood education programs, services for children with Autism Spectrum Disorder (ASD), residential programs for adjudicated youth, and parenting workshops and training. ARE functions as a conduit to other agencies that extend the core services provided by ARE, while also operating as an integral agency in several consortiums that serve the children and youth of the District of Columbia. ARE believes first and foremost, that all youth deserve a safe haven, and our purpose is to be a partner in making the District of Columbia a better place to live and do business; a place where children, youth and families come first.

### **Board Member Terms and Responsibilities**

#### ***Term of Service and Time Commitment***

- Members will serve a 3-year term to be eligible for re-appointment for additional terms.
- 6 Board meetings annually; approximately every other month.
- 8 hours per month for Board and/or Committee work or special assignments.

#### ***Leadership***

- Contribute your time and talents to activities that promote the work of ARE.
- Serving as a trusted advisor to the CEO.
- Commit to attending events of ARE including fundraising marketing, outreach, or advocacy events.
- Representing ARE to stakeholders and acting as an ambassador for the organization.

#### ***Governance***

- Determining how the organization carries out its mission through long- and short-range planning and setting agency policy.
- Recruit, orient, and develop board members; assist in recruiting volunteers to augment board committees. Ensure ARE's commitment to a diverse board and staff that reflects the community.
- Attend and actively participate in six regularly scheduled Board of Directors meetings each calendar year.
- Actively participate in board committees or task forces or take on special assignments that help meet the organization's outcomes.
- Reviewing agenda and supporting materials prior to board and committee meetings

- Stay well-informed about ARE by reading minutes, Executive Director and Financial reports. Be aware of and take notice of community activities and legal/political developments that may impact the organization and its programs.

### **Oversight**

- Review and approve ARE's annual budget, audit report, and material business decisions.
- Provide fiscal oversight.
- Hire and annually evaluate the performance of the Executive Director.

### **Fundraising**

- Commit to raise and/or donate a minimum of one thousand dollars to ARE each calendar year.
- Contribute to additional fundraising through personal contributions and/or generating support from friends or other contacts.

### **Skills, Qualifications, and Attributes**

- A commitment to children, youth and families, education, and workforce development for people from underserved communities.
- A track record of successful leadership in business, education, government, philanthropy or the nonprofit sector.
- A commitment to, understanding of, and experience with ARE's stakeholders
- Savvy diplomatic skills and a natural affinity for cultivating relationships. Persuading, convening, facilitating, and building consensus among diverse individuals.
- A bias towards action and accomplishing goals.
- Personal qualities of integrity, credibility, and a passion for improving the lives of ARE's beneficiaries.

Service on ARE's Board of Directors is without remuneration, except for pre-approved administrative or travel costs in relation Board Members' duties.

- Skills Needed Include:
  - Program Planning/Evaluation
  - Fundraising
  - Marketing and Communications
  - Public Relations
  - Education/Training
  - Partnership Development
  - Information Technology
  - Finance

### **To Learn More or To Apply**

Contact the Nominating Chair at [boardchair@areinc.org](mailto:boardchair@areinc.org). Also visit [www.AREinc.org](http://www.AREinc.org) for more information.