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Page Ahead Mission: Guided by the fact that literacy is essential to lifelong success, Page Ahead provides new books and develops reading activities that empower at-risk children.

Board Member Job Description

Purpose: The purpose of the board is to provide the leadership and strategic direction needed to ensure Page Ahead is making a difference in the reading lives of children in need. To fulfill this purpose, board members are expected to:

1. Attend Board Meetings

The board meets on the second Thursday of every month from noon to 1:30 p.m. in a 49th floor conference room of the 1201 Third Avenue building in downtown Seattle. Members will attend 75% of Board meetings in person or via telephone and be properly prepared for Board deliberation. Members are encouraged to share their ideas at meetings and to contribute agenda items for consideration by the board. Attendance at board meetings is critical to being an active board member.

2. Serve on a Committee

The current committees of the board include: Executive Committee, Audit and Finance, Board Development, Donor Engagement, and Governance Committee. They generally meet monthly. The typical time commitment is one to four hours per month. Board members participate on committees during their term, as well as joining task forces when they are formed in response to current issues. Board members may also serve as committee chairs that plan agendas and ensure minutes are kept and distributed.

3. Attend Board Retreat(s)

Members will make all reasonable effort to attend Board retreat(s). Those who cannot attend will provide written input ahead of time.

4. Fundraise

- a. Provide volunteer and financial support at each major fundraising event (such as A Taste for Reading Luncheon).
- b. Host at least one table of 10 at the annual fundraising luncheon and recruit 1 table captain.
- c. Make an annual financial contribution to Page Ahead that is significant to the member, i.e. within your top 3 annual charitable contributions.

5. **Engage with Donors**

Thanking and engaging with donors is one of the most critical functions of board membership.

- a. Board members will sign up to thank a calendar month of donors at least one month per year.
- b. Manage a small portfolio of Page Ahead donors (ranging from 5 – 20 people) to ensure they receive excellent communication, invitations to program events, and feel appreciated.

6. **Support Program Events**

- a. Participate in United Way's Day of Caring or one other book distribution event each year.
- b. Volunteer time at a special event each year, such as a Book Up Summer book fair, or a book drive.
- c. Conduct a site visit to at least one program partner per year

7. **Advocate for Page Ahead**

Page Ahead relies on board members to provide contacts and introductions to potential donors, partners and resources. Using their circle of influence, board members are vital to link Page Ahead with the community we serve.

8. **Recruit New Board Members**

Identify prospective board members, educate them about Page Ahead, assess interest, and recommend them for candidacy.

9. **Serve** on the Board for three years, subject to renewal thereafter in one-year increments, up to six years.