

## *CMLC Board Member Position Description*

Thank you for taking the time to consider serving on the Board of Directors of the Corvallis Multicultural Literacy Center (CMLC).

*CMLC is a community based learning center which promotes mutual understanding between cultures, provides citizenship, educational and cultural resources and is a welcoming space that fosters relationship building and connections throughout the community.*

### Position Description:

The Board supports the work of CMLC and provides leadership and governance. While day-to-day operations are led by the center director, the board-director relationship is a partnership, and the appropriate involvement of the board is both critical and expected.

Board members are responsible for the following:

- Attending monthly (occasionally bi-monthly) meetings
- Reviewing center financials and approving an annual budget
- Maintaining stewardship of the organization
- Networking on behalf of the center as time permits
- Assisting in the supervision of the center director
- Assisting with fundraising as time permits
- Implementing the organization's strategic plan
- Contributing to an annual performance review of the director

### Preferred skills and experience:

- Experience and or knowledge of non-profits
- Ability to read and understand financial statements
- Good communication and networking skills
- Some knowledge and/or experience working with diverse cultures

### Expected time commitment:

- 2-4 hours per month. There will be months when a few extra hours may be needed for attending events/networking, special projects, board development, etc.

### Requirements for board service:

- Completed application (see attached).
- Interest in the CMLC's mission and goals
- Willingness to attend center events, network in the community, and advocate on behalf of CMLC from time to time.
- Financial commitment dependent on personal decision and or as part of a matching campaign
- Attend monthly, occasionally bi-monthly, board meetings. These are usually held on Thursday evenings from 6:30-8:30pm.
- Term of commitment: 3 years

*Application for the Corvallis Multicultural Literacy Center Board of Directors*

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone number \_\_\_\_\_

Previous experience with travel, working with diverse cultures, etc:

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Previous/current board of director experience:

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Previous/current community involvement (volunteer service, fundraising, outreach, etc)

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Why are you interested in joining the CMLC board?

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What specific skills, passions, interests, etc. would you bring to the board?

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## References

Please list references; one professional and one personal

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

Position \_\_\_\_\_

How long and in what context has this person known you?

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Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

Position \_\_\_\_\_

How long and in what context has this person known you?

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