

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). We have been serving the Corvallis community since 2005.

CMLC is a community based learning center that 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 the center director leads day-to-day operations, 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
- Participate in annual board self-evaluation
- Maintaining stewardship of the organization
- Networking on behalf of the center
- Participate in overseeing center director position
- Helping the center director with fundraising plans and activities
- 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
- Previous volunteering experience
- Good communication and networking skills
- Knowledge of and/or experience working with diverse cultures
- Grant writing

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:

- Interest in the CMLC's mission and goals
- Willingness to attend center events, network in the community, and advocate on behalf of CMLC
- Financial commitment at personal discretion
- Consistent attendance at board meetings (occasional absences with prior notice are acceptable)
- Suggested term of commitment: 2 years with possibility for renewal

Signature _____ Date _____

Application for the Corvallis Multicultural Literacy Center Board of Directors

Name _____ Cultural affiliation _____

Address _____

Email _____

Phone number _____

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

Previous/current board of director experience:

Previous/current community involvement (volunteer service, fund-raising, outreach, etc)

Why are you interested in joining the CMLC board?

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

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?

Name _____

Address _____

Phone number _____

Email _____

Position _____

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