

## ***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 the 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 nonprofits
- 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:**

- 6–10 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 and voluntary.
- 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 \_\_\_\_\_

Please share with us your previous experience with travel, working with diverse cultures, etc:

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Previous/current board of director experience (or why you think you would make a good board member):

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Describe your previous/current community involvement (volunteer service, fund-raising, 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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