

Ferndale Community Service Cooperative

PO Box 2205 Ferndale, WA 98248
360-380-2200

Board Member Job Description

Ferndale Community Service Cooperative
Member of the Board of Directors

Mission

The Ferndale Community Service Cooperative (FCSC) is a nonprofit organization that provides a structure for community groups to work together, coordinate efforts and share resources. **Together we can strengthen Ferndale families and build community.**

For more information about the FCSC and its programs visit www.ferndalecsc.org

Position

The Board is an integral part of the proper functioning of the FCSC's programs. Board members support the work of FCSC member programs and provide mission-based leadership. While day-to-day operations are led by each program's lead, Board members work in partnership with them. Active involvement of all Board members is both critical and expected. Specific Board Member responsibilities include:

Leadership, governance and oversight

- Serving as a trusted advisor to the program lead as s/he develops and implements the program's work
- In partnership with program leads, developing outcomes and metrics for each program and then reviewing those outcomes and metrics to evaluate impacts and to determine program performance and effectiveness
- Reviewing agenda and supporting materials prior to board and committee meetings
- Approving the FCSC's annual budget, audit reports, and material business decisions; being informed of, and meeting all legal and fiduciary responsibilities
- Contributing to performance evaluations of program leads as necessary
- Assisting the Board Chair in identifying and recruiting other Board Members
- Partnering with the program leads and other board members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Representing the Cooperative to stakeholders and acting as an ambassador for the Cooperative and its programs
- Ensuring the Cooperative's commitment to a diverse board and staff that reflects the Ferndale community

Fundraising

Board Members accept responsibility for actively researching, assisting with, and pursuing grant opportunities either for the Board in general or for specific programs. Board Members agree to actively

support grant seeking activities, including writing and submitting, in partnership with the program leads. Board members may also contribute financially, if they choose to.

Board terms/participation

FCSC Board Members will serve a three-year term to be eligible for re-appointment for one additional term. Board meetings will be held monthly and committee meetings will be held ad-hoc and in coordination with full board meetings and program leads.

Qualifications

This is a great opportunity for community minded individuals who are passionate about the FCSC's mission and programs and who have a desire to serve their community. Previous board experience is preferred, but not necessary. Experience and leadership accomplishments in business, government, philanthropy, or the nonprofit sector are also preferred but not required. The FCSC also greatly values community involvement and representation, so all interested community members who want to enhance Ferndale should apply. Other skill qualifications include:

- A commitment to understanding the FCSC's programs and service model
- A commitment to understanding the needs of the community
- Strong communication skills and a natural ability to cultivate relationships
- Strong commitment to making Ferndale a welcoming, inclusive, and safe community for everyone
- Personal qualities of integrity, credibility, and a passion for improving the lives of Ferndale residents and the FCSC programs' beneficiaries

Service on the Cooperative's board is voluntary and unpaid, except for pre-approved administrative support, travel, and accommodation costs in relation to Board Members' duties.