**Job Description**

**Position:**
Member of Board of Directors

**Length of Term:**
1-3 years

**Reports to:**
Entire Board of Directors

**Compensation:**
None.

**Description:**
The mission of the Center for LGBTQ Economic Advancement is to empower LGBTQ households, organizations, and communities through outreach, research, education, and advocacy, by:

1. **Reporting** on economic well-being, pressures, needs, & opportunities for LGBTQ communities;
2. **Advocating** for increased fairness, equality, inclusion and opportunity for LGBTQ persons and organizations in the economy; and
3. **Creating awareness & access to** LGBTQ-competent and affirming financial education, services, strategies, and products to better serve under-served LGBTQ financial needs and help LGBTQ communities pursue and achieve their distinctive economic goals.

The Board of Directors is legally and ethically responsible for all activities of the organization, including: (1) determining how the organization will carry out its mission through long and short-range planning; (2) adopting an annual budget and providing fiscal oversight; (3) recruiting, orienting, and developing fellow board members; (4) hiring and evaluating the performance of the chief executive; (5) evaluating overall performance of the organization in achieving its mission; (6) establishing policies for effective management of the organization.

**Responsibilities:**
- Understand and promote the organization’s mission.
- Be familiar with the organization’s programs, policies, and operations.
- Attend board meetings and appropriate committee meetings.
- Actively serve on at least one committee and offer to take on special assignments.
- Review agenda and supporting documents prior to meetings.
- Make an annual contribution to the organization, commensurate with ability.
- Participate in fundraising and special events.
- Keep current on key issues and developments in program areas.
- Strictly adhere to conflicts of interest policies.
- Strictly adhere to confidentiality policies.

**Time Requirements:**
- Attend new board member orientation (approx. 3-4 hours)
- Attend and actively participate in at least 75% of board meetings (min. 4 annual board meetings, approximately 2 hours in length)
- Attend and actively participate in committee meetings and related work (1-3 hours per month as determined by the committee)
- Attend and actively participate in the annual planning retreat (1 weekend)
- Attend and actively participate in the annual meeting (approx. 3-4 hours)
- Attend special events such as fundraisers and ground breaking ceremonies (2 fundraisers per year recommended)
- Meet with potential donors/funders to make a case for funding the organization, answer questions, etc. (approx. 4 hours annually)

**Application Process:**
Please indicate your interest in becoming a member of the Board by submitting an online application at: [www.lgbtq-economics.org/board/apply](http://www.lgbtq-economics.org/board/apply), or by contacting Spencer Watson at spencer@lgbtq-economics.org or (303)-520-6823.