



Literacy Network™
Improving Lives Through Literacy

701 Dane Street
Madison, WI 53713
608-244-3911

Mission: Literacy Network helps adults in Dane County build skills, reach goals, and connect communities.

Literacy Network recruiting skilled volunteers and board members

Dear prospective skilled volunteer/board member,

Literacy Network helps adult learners pursue their dreams of a better life.



"I decided to get into this program because I wanted some education," says Aletta, shifting her daughter on her lap. "Because of the war in my country, I never had the opportunity to go to school."

We engage hundreds of volunteer tutors each year to help Dane County adults with low incomes set individual goals and improve their skills. 95% of our adult learners are people of color. Volunteers provide weekly tutoring, helping learners

build skills for better communication on their job or with their children's schools, to get better jobs, to earn their US Citizenship, and to achieve a high school diploma.

If you're interested in tutoring, [learn more here](#).

We also recruit skilled volunteers to help with marketing and development in the following areas: event support, newsletter writing and editing, connecting with donors to thank them, social media messaging, video production, funding research, tour ambassadors, and more.

If you are interested in being involved in a vibrant and engaging community organization, please review the following information and complete the linked application for our skilled volunteer positions and Board of Directors.

Thanks for your interest in getting involved with Literacy Network!

Jeff Burkhart, Executive Director, jeff@litnetwork.org, 608-244-3911

Board of Directors' Responsibilities and Duties

Responsibilities

The Board of Directors of Literacy Network is responsible for defining and pursuing the mission of Literacy Network and ensuring that it fulfills that mission in an effective and efficient manner.

Duties

In executing his or her responsibilities, the board member performs the following duties:

Oversight

- Participates in the employment and management of the Executive Director
- Participates in ongoing operational reviews in order to ensure efficient and effective operation of Literacy Network
- Attends and participates in at least 75% of monthly board meetings
- Serves on at least one board committee

Fundraising and Finance

- Participates in fund-raising activities to ensure the availability of funds necessary to carry out the mission of the organization
- Makes an annual financial contribution to the organization at a level meaningful to the board member
- Approves the organization's annual budget, and exercises financial oversight to ensure that funds are obtained, expended, and accounted for according to policies and the highest level of accepted business practice

Policy-Making

- Participates in developing and refining the goals of Literacy Network, including the periodic development of a strategic plan aimed at the long-term success of the organization
- Participates in the development and implementation of policies consistent with the mission of Literacy Network

All members of the Board of Directors of Literacy Network have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. We ask board members to believe in the purpose and the mission of the organization, and to act responsibly and prudently as its steward.

As part of your responsibilities as a board member, we will ask you to:

1. Interpret the organization's work and values to the community, represent the organization, and act positively as a spokesperson.
2. Attend at least 75% of board meetings, committee meetings, and special events. Virtual attendance is an option.
3. Contribute at least two ideas for increasing visibility, speaking or networking opportunities, and/or suggest individuals that may be interested in volunteering/supporting the Literacy Network each month.
4. Dedicate at least 6 hours a month to supporting Literacy Network activities.

5. Annually observe at least one Literacy Network class.
6. Make a personal financial contribution at a level that is meaningful to you.
7. Actively participate in building support for the organization at least one other fundraising activity or event (Reading between the Wines, Growing Through Literacy, etc.)
8. Act in the best interests of the organization, and excuse yourself from discussions and votes where you have a conflict of interest.
9. Stay informed about what's going on in the organization and ask questions and request information.
10. Participate in and take responsibility for making decisions on issues, policies and other board matters.
11. Work in good faith with staff and other board members as partners towards achievement of our goals.

In turn, the organization will be responsible to you in several ways:

1. You will be sent, without request, regular financial reports and an update of organizational activities that allow you to meet the "prudent person" standards of the law.
2. Opportunities will be offered to you to discuss with the executive director and the board president the organization's programs, goals, activities, and status.
3. The organization will help you perform your duties by keeping you informed about issues in our industry and field, and offer you opportunities for professional development as a board member.
4. Board members and staff will respond in a straightforward fashion to questions to carry out your fiscal, legal and moral responsibilities to this organization. Board members and staff will work in good faith towards achievement of our goals.

Applications are due by April 30, 2022.

If you are interested in being considered for the Board of Directors, or in serving as a skilled volunteer on one of our committees, the steps are:

1. Complete an online application at <http://bit.ly/bu27fU>
2. Submit a current and complete resume (board only) to Jeff Burkhart at jeff@litnetwork.org

If you have questions, please contact Jeff Burkhart, Executive Director, at 608-244-3911.