Literacy Network
LEARNING FOR LIFE

Expectations of Literacy Network Board Members

Broadly speaking, every nonprofit board, including the Literacy Network Board, has three jobs:

1) protect the organization's money, staff, and reputation (fiduciary responsibility)
2) oversee strategic planning and keep the organization true to its mission (responsibility for setting strategy)
3) obey all laws governing nonprofits (legal responsibility)

Specifically, here are additional expectations of Literacy Network Board members:

Terms: Board members serve two-year terms, starting in June. When members complete a two-year term, they may serve one or two more two-year terms if they wish.

Board Meetings: Board meetings are held at agreed upon intervals throughout the year. A calendar of meeting dates and times is shared with the Board at the start of June. Meetings of the Board may be conducted in person or by telephone, conference call, or video conference.

All Board business is through consensus or, failing that, a majority of the members present and voting at any regular business, or special meetings of the Board when there is a quorum (a simple majority of the Board members) present. A special meeting may deal only the matters/purposes for which it was called.

Annual Meeting of the Board is in April or May to elect new board members and/or officers. All Board members assist in recruiting new board members by suggesting names to members of the Governance committee and by being ambassadors for Literacy Network in the community.

Attendance: Currently, the Board has 9 meetings annually. The expectation is that members attend all or most. Please let the Board Chair know ahead of time if you will not be able to attend a given meeting. If a member misses more than a third of the Board meetings in a year without an excuse, the Board may choose to ask them to resign.

Observing Literacy Network Classes: All Board members are encouraged to attend a class or two that the Network offers. This serves a double purpose of helping Board members understand the work we do and of demonstrating to our students that the Board is interested in them and their work. Literacy Network staff will arrange Board visits to classes.

Giving: Board members should support the mission of the Literacy Network by an annual financial gift or gifts that are meaningful to themselves.

Conflict of interest: All board members sign a Conflict-of-Interest form at the first meeting of each year.