



One Call for All Board of Directors Job Description and Expectations

Purpose: To advise, govern, oversee policy, and assist with the leadership and general promotion of One Call for All to support the organization's mission and needs.

One Call for All Mission: *Our mission is to enrich and improve the lives of our neighbors by coordinating an annual campaign that supports non-profit organizations serving Bainbridge Island.*

One Call for All is an umbrella non-profit organization providing necessary unrestricted funding to 111 non-profits serving Bainbridge Island. The One Call for All annual "red envelope" campaign helps reduce direct mail solicitation for every Bainbridge household and reduces fundraising costs for island non-profits.

***Major responsibilities:**

- Organizational leadership and advisement
- Recruitment and development of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Hiring and evaluation of the Executive Director
- Promotion of the organization
- Fundraising and outreach

**Members of the board share these responsibilities while acting in the interest of One Call for All. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of term: Three years, which may be renewed, pending approval of the board.

Meetings and time commitment:

- The board of directors meets year-round, currently on the third Wednesday of the month, 7:00 p.m., at the Marge Williams Center.
- Committees of the board meet an average of four times per year, depending on their respective work agenda. Board members are encouraged but not required to participate in committee work outside of board meetings.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events (such as the envelope stuffing party in October, the Fourth of July parade, Nonprofit Celebration in the summer, and donor events) as able.
- Participation on a standing committee of the board or ad-hoc committees is strongly encouraged.
- Be alert to community concerns that can be addressed by One Call for All mission, objectives, and programs.
- Help communicate and promote One Call for All mission and programs to the community.
- Become familiar with One Call for All finances, budget, and financial/resource needs.
- Understand the policies and procedures of One Call for All.
- Make a meaningful contribution to One Call for All operations fund, commensurate with one's ability. In addition to a contribution to One Call for All operations, most board members support our partner agencies through the Red Envelope campaign as well.