



## **Board Member Job Description**

Noank Community Support Services (NCSS) is 501(c)(3) nonprofit behavioral health organization dedicated to providing at-risk children, adolescents, and adults with individualized, trauma-informed and gender-affirming care. NCSS is in southeastern Connecticut and serves clients in New London, Windham, and Middlesex counties. We offer residential care homes for adolescent girls and child refugees and provide community-based care services for youth and adults.

### **What are the Responsibilities?**

The Board of Directors is a volunteer group of adults (age 21+) that is the highest leadership body and has fiduciary responsibility. The board is comprised of several individuals who agree to meet monthly for a full board meeting held on the third Tuesday of the month from 5:30 – 7:00 PM in person or via Zoom.

### **Board Duties**

- adhere to and operate in accordance with the bylaws of the organization
- ensure legal and ethical integrity of the organization
- approve operating policy annually
- determine the mission of the organization and understanding its collective purpose
- selecting, supporting, and evaluating the performance of the executive director
- evaluate the performance of the board and its officers
- recruit and support new board members
- ensure strong fiduciary oversight and financial management
- assist with fundraising and resource development
- review long-term strategic plans annually

### **Individual Board Member Duties**

- attend board meetings regularly
- become knowledgeable about the organization
  - Learn about programs and services offered
  - Learn about key staff members
- come to board meetings prepared and informed about agenda issues
- read and understand financial statements and board materials ahead of monthly meetings
- assist with fundraising efforts as asked
- leverage connections, networks, and resources to develop collective action to achieve the organization's mission
- enhance NCSS' public image and publicly serve as advocates and ambassadors
- keep the executive director informed of relevant community concerns
- support the organization through attendance at special events and activities and through meaningful financial contributions
- sign an annual conflict-of-interest disclosure and update it during the year, if necessary, as well as disclosing potential conflicts before meetings and actual conflicts during meetings

- maintain confidentiality about all internal matters of the organization

Each board member must serve on at least one subcommittee that meets once a quarter or once a month outside of the normal board meeting time for 30 – 60 minutes. These subcommittees and meeting cadence are as follows:

Finance Committee	Meets monthly
Development & Marketing Committee	Meets quarterly
Nominations Committee	Meets as needed
Personnel Committee	Meets quarterly
Property Committee	Meets quarterly
Safety and Risk Committee	Meets quarterly

### Who Should Apply?

Noank Community Support Services is seeking new members of our Board of Directors who are passionate about behavioral health services and want to actively be involved in organizational oversight, governance, and fundraising to support the work of the organization. We love active do-ers: the type of people who like to get their hands a little dirty and dig in to help. From creating policy, to assisting with fundraising efforts, and public speaking we aim to have an active board of visionary volunteers

We invite all who are interested in being a part of our work to apply – we value a board that is as diverse as the community we serve.

At Noank, diversity is all encompassing and includes, but is not limited to age, ancestry, color, learning disability, marital status, national origin, physical ability, mental disability, race, religious creed, sex, gender identity or expression, sexual orientation, socioeconomic status, professional industry, education level, work experience, status as a veteran.

### What are Qualities that are Helpful?

- **Reliability**
  - You show up when you say you will fidelity and participate fully in proceedings
- **Leadership**
  - You are comfortable with speaking up and developing rapport with others
- **Analytical/ Strategic thinkers**
  - You use data and evidence to make informed decisions while considering short and long-term benefits and consequences
- **Well-connected**
  - You have decent network of colleagues, friends, and acquaintances and don't mind calling in favors or making introductions to raise NCSS's profile
- **Communicative**
  - You are inclined to conversate with others and respond to calls and emails regularly and within a reasonable time frame
- **Collaborative consensus builders**
  - You enjoy working with others to achieve goals and value creating pragmatic solutions
- **Solutions-oriented problem solvers**
  - You view challenges as temporary roadblocks that can be solved

- **Culturally sensitive and aware**
  - You respect people of all walks of life and recognize their experiences are equally valid to your own and deserve to be listened to without prejudice
- **Committed to promoting diversity**
  - You recognize that there are many systemic inequities in our world and want to actively dismantle these barriers for all people

**Is there a Donation Expectation?**

As we value a diverse board, there is no expected financial contributions – something unique to our board. This allows a diverse group of people reflective of the community we serve to be on the board.

In many cases a board member’s donation of time, expertise, and talent is a gift of great value.

We do encourage the board members to adhere to the mindset of full participation – meaning we encourage 100% of the board to make a financial donation (of any amount) that is meaningful to them. This spirit of generosity helps maintain high morale and is a wonderful note to include in fundraising appeals and grant applications.

**How do I Apply?**

Applying is simple: please send our Director of Development and Marketing, Geoffrey Taylor, an email which includes your contact information, resume or CV, and a statement of interest (one to two paragraphs) in serving on the board. The following sequence of events will take place after you apply:

1. The Director of Development and Marketing (DDM) shares your application with the Executive Director (ED) and they review
2. The ED will then send you an application
3. Upon successful review, the ED will invite you for an in-person interview
4. Upon successful interview, the ED will recommend you to the Board of Directors, who will accept or deny the recommendation
5. Upon an affirmative vote, the Board will invite you to attend the next board meeting where you will officially be voted onto the Board of Directors and provided with your welcome materials

**To submit personal information & statement of interest or to learn more, contact:**

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