



# Jersey Cares

## Associate Board Position Description

BE THE CHANGE.  
VOLUNTEER.

### Board of Directors

**Tracy J. Henrikson, Chair**  
*Eli Lilly and Company*

**Christopher Zegers, Vice President**  
*IVIONICS*

**Carl Archer, Esq., Treasurer**  
*Archer Law Office, LLC.*

**Stacy B. Greene, Secretary**  
*Turning Point, Inc.*

**Maneesh Agarwal**  
*Wizeline*

**Diana Blankman**  
*Sanofi*

**Shannon K. Lazare**  
*M&T Bank*

**Cody D. Miller**  
*Rowan College*

**President & CEO**  
Brian E. Dean

### Jersey Cares Mission

As a leader in volunteerism in New Jersey, Jersey Cares increases the level of meaningful volunteer engagement by creating and managing efficient, impactful projects that address critical community-identified needs.

### Associate Board Purpose

The purpose of the Jersey Cares Associate Board is to build future leaders, engage them in the Board development process, and provide support to the overall programmatic efforts of the organization.

### Associate Board Mission

The mission of the Jersey Cares Associate Board is to increase the level of meaningful volunteer engagement throughout New Jersey. Acting as Jersey Cares ambassadors, the Jersey Cares Associate Board will recruit volunteers and project coordinators, identify nonprofit partnerships, host fundraising activities, and increase awareness of Jersey Cares volunteer programs.

### Why join the Jersey Cares' Associate Board?

- To support the critical work of nonprofit organizations throughout New Jersey.
- To engage your network in fundraising and volunteer programs.
- To enhance your resume and partake in important community activities.
- To develop leadership skills and after 2 terms of service, the opportunity to apply for the Jersey Cares Board of Directors.
- To gain a high quality, organized and focused volunteer experience.
- To collaborate with key stakeholders in the nonprofit industry.
- To enhance your professional network.

### Associate Board Roles

*Please note: Associate Board members do not have governance authority in the organization, rather, roles are geared for officers of the Associate Board Committee.*

- Act as a Jersey Cares ambassador, promoting Jersey Cares volunteer programs to your network of community members and professionals.
- Plan and execute two fundraisers.
- Solicit financial support and donations to grow the organization's mission.
- Actively promote and engage on Jersey Cares social media platforms and digital campaigns.
- Help increase participation in Jersey Cares Annual Events & Collection Drives including:
  - Coat Drive
  - Frosty's Friends
  - School Supply Drive
  - Halloween Costume Drive
  - Dr. Martin Luther King Jr. Day of Service
- Recruit volunteers and Project Coordinators for opportunities listed on the Jersey Cares Volunteer Opportunity Calendar.
- Refer nonprofits for relationship building to increase the organization's reach
- Identify, nominate, consider, and elect new Officers of the Associate Board.

### **Associate Board Requirements**

- Have 5 years of experience in your chosen career field.
- Individuals with executive-level experience are encouraged to apply for membership on the Jersey Cares Board of Directors.
- Display an extraordinary commitment to volunteerism, community service, and fundraising.

### **Associate Board Terms**

- Commit to a two-year term with the option to continue involvement after the first term.
  - All members must undergo a yearly evaluation before being considered for another term
- Attend at least 3 Jersey Cares calendar or service events projects annually.
- Attend regularly scheduled Associate Board meetings, held once a month, and additional committee meetings as needed.
- Pay or fundraise annual membership dues of \$500.00.

### **Associate Board Application Process**

- To be considered for the 2021-2023 Jersey Cares Associate Board, all applicants must submit a current resume no later than **Monday, November 15<sup>th</sup>**.
- Qualified individuals must complete a brief interview with the Director of External Affairs.
- Selections will be made by **Wednesday, December 15<sup>th</sup>**.
  - If all slots are not filled by December 15<sup>th</sup>, applicants will be accepted on a rolling basis.