



## **Position Description: Boston Cares Associate Board Member**

**Overview:** Boston Cares mobilizes and trains individual and corporate volunteers who strengthen communities and improve the lives of people in need. We partner with schools, nonprofits, and corporations to offer innovative initiatives that are community responsive, impactful, and sustainable.

Boston Cares is the largest volunteer agency in New England, an Innovation Hub within the global Points of Light network, and a leader in the volunteer engagement sector. Our year-round programs and seasonal signature service events engage adults, children and teens and corporate partners who annually serve 70,000+ hours at almost 200 schools and nonprofits in Boston and the surrounding communities. Since 1991, the Boston Cares community has generated over 1 million hours of service.

We, as Boston Cares, endeavor to have a board and staff that reflect the diversity of the communities we serve. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people of color, multilingual, multicultural, and LGBTQ+ people and people of all economic backgrounds from Boston and the surrounding communities. As an organization, we will continuously strive to create an inclusive environment where everyone feels welcome and supported.

Learn more at [www.bostoncares.org](http://www.bostoncares.org).

**Position Summary:** The Boston Cares Associate Board (AB) actively supports the Board of Directors and works closely with Staff around the goal of raising our public profile in Boston and the surrounding communities and helping us make measurable progress towards clearly defined strategic goals around fundraising, marketing and programming. We are seeking bright, motivated, and dedicated leaders committed to furthering Boston Cares' mission and strategic plan through hands-on initiatives. Members will work closely with the Board of Directors and Staff and will have the opportunity to develop skills that prepare them for opportunities in nonprofit organizations and/or Board of Director positions. AB members meet year-round, and membership typically lasts several years.

AB members work to reinforce the strategic direction set by the Board of Directors by:

- Serving on a Board of Directors Committee and providing hands-on contributions to the work of that Committee (e.g. Diversity, Equity and Inclusion; Governance; Grants; Marketing & Development; Strategy & Impact)
- Attending monthly Board Committee meetings and Board of Directors meetings

- Reinforcing Boston Cares' existing connections and tapping into more diverse networks
- Expanding awareness and working connections with key influencers in government, nonprofit and corporate leadership, media, and philanthropy
- Claim and proclaim Boston Cares' mission, vision, and values through active participation and membership (versus simply being an intermediary or referral source)
- Develop materials and messaging to effectively communicate Boston Cares mission and role
- Review materials and attend training as needed to represent Boston Cares in external settings

Additionally, AB members will:

- Serve for a fixed term (2 years) with possible renewal
- Meet an annual \$250 "Give or Get" goal
- Be, or become, Boston Cares members

**Applications are due December 4, 2020.**

**Questions? Email [associateboard@bostoncares.org](mailto:associateboard@bostoncares.org)**