

Literacy for Companionship Board Member Expectations



Mission

The mission of Literacy for Companionship Inc. is to educate and empower children with the skills and confidence necessary to be good readers while helping them understand the importance of showing animals compassion and empathy.

Role of the Board Members

To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Literacy for Companionship Inc. to support its mission and needs.

Major Responsibilities of Board Members

- Uphold all legal requirements related to Literacy for Companionship's bylaws and its 501c3 status
- Lead and advise the organization in accordance with its mission
- Oversee and monitor policies and procedures
- Financial management, including the adoption and oversight of the annual budget
- Oversee program planning and evaluation
- Advise, evaluate, and assist with the professional development of executive staff
- Review organizational and programmatic reports
- **Assist with fundraising and the formation of strategic partnerships**

Commitments

Duration of Term: Two years

Monthly Contribution: A \$20 monthly contribution is expected to be paid on the second Friday of each month. Please fill out a board member donation form to send in with your payment (can be paid monthly, 6 months, or yearly). This contribution will help support Literacy for Companionship.

Meetings and Time Commitment:

- The board members meet six times per year, on the third Tuesday, bimonthly for 90 minutes in Fort Wayne, IN
- Board members are asked to attend all meetings with the exception of no more than one absence per year

Expectations of Board Members

- Act in the best interest of Literacy for Companionship Inc.
- Make recommendations based on his/her experience and perspective
- Avoid conflicts of interest and provide notice when they arise
- Attend and participate in meetings regularly and a minimum of one special event a year
- Be alert to community concerns that can be addressed by Literacy for Companionship's mission, intermediate goals, and/or programs, and transmit them to relevant board committees and staff
- Help communicate and promote Literacy for Companionship to the community through social media, word of mouth
- Be familiar with Literacy for Companionship's finances, budget, and financial/resource needs
- Financially support and promote Literacy for Companionship in a manner commensurate with ability