



BEYOND MEASURE

WWW.MINDSBYONDMEASURE.ORG



BOARD MEMBERS

ROLES & RESPONSIBILITIES

WWW.MINDSBYONDMEASURE.ORG

NEW YORK | +1917 365 6730

© 2021 Minds Beyond Measure

A background image of two young girls, one on the left and one on the right, holding a large white sign that says 'VOLUNTEER'. The girl on the left is smiling and wearing a pink shirt. The girl on the right is wearing a white shirt. The sign is partially obscured by a large pink rectangular overlay that contains the table of contents text.

CONTENTS

1. Purpose & Mission Statement	<i>Page 1</i>
2. Values & Philosophy / Ideal Board Member	<i>Page 3</i>
3. Fundamental Responsibilities	<i>Page 5</i>
4. 5 Core Responsibilities	<i>Page 8</i>
5. Board Positions & Responsibilities	<i>Page 14</i>
6. Application	<i>Page 20</i>



PURPOSE & MISSION STATEMENT



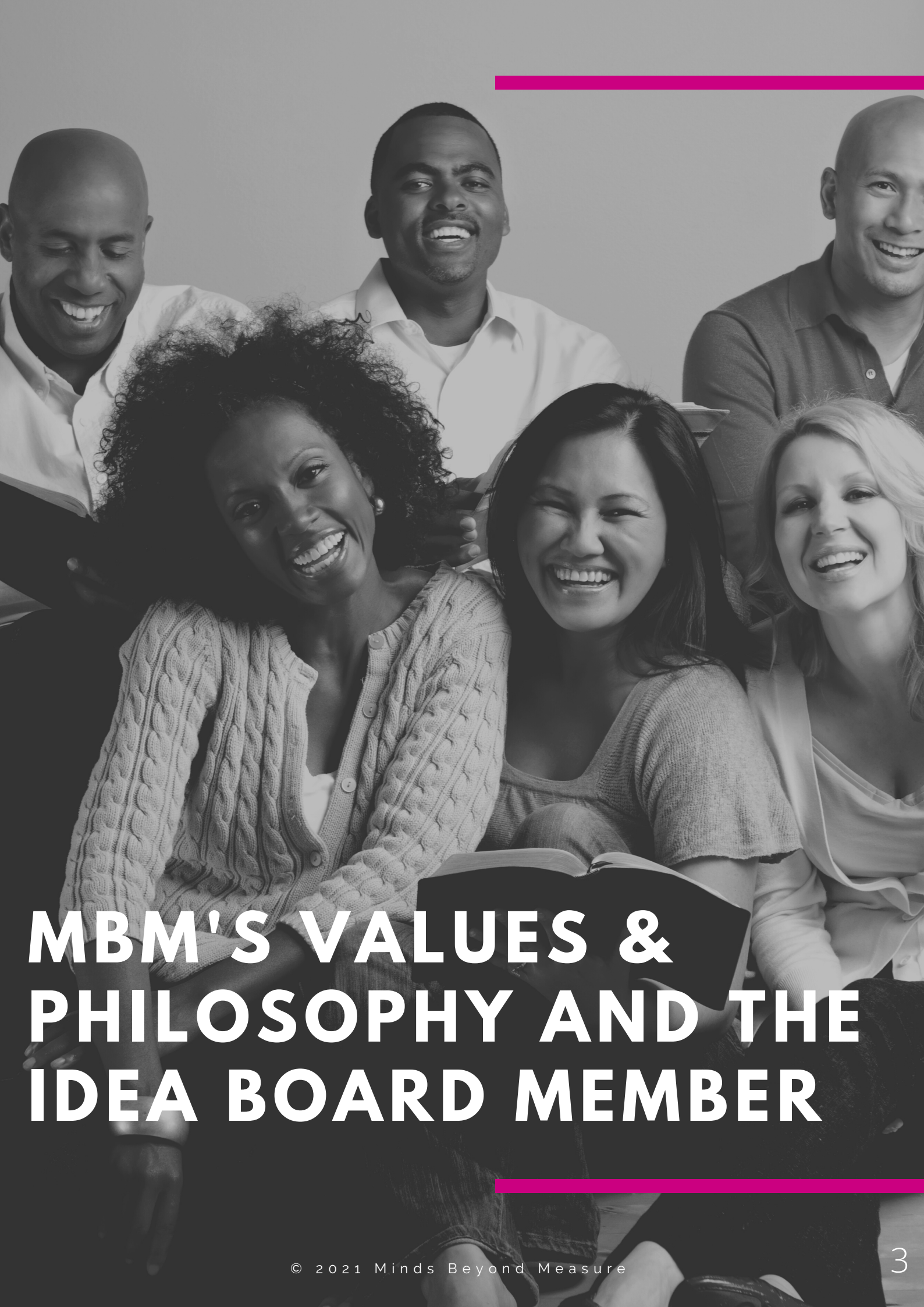
MISSION STATEMENT

To improve educational outcomes in underserved communities around the world.



PURPOSE

1. **Inspire, empower** and **enrich** the lives of children & youth through Creative Arts Mentorship Programs & Cultural Enrichment, and help them pursue their purpose and passions.
2. **Develop** teachers & enhance/improve the quality of teaching through transformational coaching and professional development.
3. Provide children and youth with **access to quality education.**



MBM'S VALUES & PHILOSOPHY AND THE IDEA BOARD MEMBER

THE IDEAL BOARD MEMBER

Values and Philosophy

An integral part of Minds Beyond Measure (MBM) is its *values* and *philosophy*, that are to upheld and honored at all times by the entire team:

Values:

- integrity, honesty, transparency, effective communication, and growth mindedness

Philosophy:

- To always uphold MBM's vision and mission, by ensuring the needs of our young people and teachers are at the forefront, and every decision made and opportunity presented aligns to the vision and mission.

Desired Qualities

The prospective board member:

1. Desires to positively contribute to the Education sector to provide access to quality education by:
 - a. inspiring, empowering, and enriching children, youth and teachers, while cultivating great minds, purpose and passion
 - b. reaching underserved communities within New York City and the Philippines
2. Exhibits professionalism and maintains a positive demeanor at all times, despite a conflict of opinion
3. Ensures that every opportunity presented and decision made, aligns to MBM's mission and vision
4. Maintains the confidentiality of the organization's property and utilizes it for the good of the community and potential opportunities ,and not for personal gain
5. Continuously desires to grow and develop personally and professionally as well as strives to impart their knowledge and skills for the betterment of MBM and its goals.

Note: Ideally, candidates come from diverse cultural and professional backgrounds which could benefit the current needs of Minds Beyond Measure, including Legal, Finance, Accounting as well as Education. We also take pride in representing ideas and perspectives that are inclusive of diverse ethnic and cultural backgrounds.



FUNDAMENTAL RESPONSIBILITIES OF THE BOARD

FUNDAMENTAL RESPONSIBILITIES

1. The role of the nonprofit board centers on the fundamental responsibilities of providing the organization with **sound governance, fiduciary and strategic oversight and direction**. The board oversees:
 - The operations of the organization
 - That decisions made consistently serve the organizations' mission and needs of its intended community
 - That the public's trust is upheld
 - That all decisions and practices are ethical and upheld with integrity
 - That legal and financial requirements are met
2. The board **upholds the values and mission** of the organization across all settings, and strives to develop new connections that contribute to the mission, and engage with and educate prospective stakeholders with the organization's goals, to both raise awareness and grow the organization.
3. The board is responsible for always **acting in good faith** when making decisions, and ensuring alignment to the organization's expectations and standards of conduct, and establishing procedures to safeguard the organization from fraud and risk.



LENGTH OF TERM

We are asking members to commit to a minimum of **6 months**. We want to move toward a board in which half of the members rotate out each year. After this first 6 months, we will be asking for a commitment of one year, which may be renewed up to a maximum of two consecutive terms, pending approval of the board.



MEETINGS AND TIME COMMITMENT

1. The MBM Board of Directors is a working board that will need board members to be able to commit to **2-3 hours/month** for meetings and work on behalf of MBM.
2. The board of directors will **meet monthly**. Meetings typically last 2 hours.
3. Board members are asked to attend at least one special event per year.
4. Committees of the board will meet as necessary to accomplish goals and responsibilities.



5 CORE RESPONSIBILITIES

The best board members make it a priority to promote the mission and importance of the organization whenever appropriate/possible. Whether it be during casual conversation at a local networking event or as a spokesperson at a donor gala for the nonprofit, board members should be ready to deliver a targeted pitch that highlights the organization's mission, impact, and path for growth in a way that will speak to, inspire, and engage their audience.

1. SERVE AS AN AMBASSADOR

Board members should engage in personal and professional networks in an effort to support the nonprofit. By doing so, the board member can help cultivate prospective donors, recruit staff, and/or identify potential additional board members. Furthermore, board members should consider gaps in representation on the current board—whether it be in regards to specific industries, skill set and backgrounds, or cultural and socioeconomic diversity—to target ideal board member prospects.

2. BE A ‘CONNECTOR’

This is the most important role for any member of a fiduciary board! Fiduciary duty requires board members to stay objective, unselfish, responsible, honest, trustworthy, and efficient. They must exercise due diligence and oversight to ensure that the organization is well-managed and that its financial situation remains sound. Board members, must always act for the good of the organization, rather than for the benefit of themselves. They need to exercise reasonable care in all decision making, without placing the organization under unnecessary risk. Board members must help ensure the long-term financial stability and fiscal responsibility of the organization by setting and monitoring an appropriate budget each year, establishing a multi-year plan that is reviewed annually, and helping to ensure that the organization has strong financial practices and controls in place.

An important distinction to keep in mind – this responsibility applies specifically to fiduciary board members (as opposed to members of an advisory board).

3. HOLD FIDUCIARY RESPONSIBILITY

Once viewed as a luxury, board financial support is now often a necessity, as increased philanthropy is required to fulfil strategic objectives. A philanthropically engaged board member can set the tone for giving for other board members and the organization's community. Use these rules of thumb: a board member should include the organization as one of their top three philanthropic priorities, and a healthy board should aim to contribute at least 10% of the annual revenue raised, but is entirely up to the discretion of the board member.

4. SUPPORT THE ORGANIZATION FINANCIALLY

One final important responsibility a board member should take on is helping to build the future board member “pipeline” and keep board succession planning top of mind. Board members should think about the strengths they bring to the board and who they would recommend to replace them when their term comes to an end. Maintaining an active, strong, and engaged pipeline that is reviewed on a regular basis will help to ensure a continually strong and healthy board.

5. ENSURE LONG-TERM BOARD STRENGTH



BOARD POSITIONS & RESPONSIBILITIES

1. Vice President
2. Treasurer
3. Secretary

1. Partners with the Director to establish and achieve the organization's mission
2. Provides leadership to the Director, who sets policy and to whom the Director is accountable.
3. Chairs meetings of the Board after developing the agenda with the Director.
4. Encourages Board's role in strategic planning.
5. Appoints the chairpersons of committees, in consultation with other Board members.
6. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
7. Monitors financial planning and financial reports.
8. Formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of the Board members.
9. Evaluates annually the performance of the organization in achieving its mission.
10. Performs other responsibilities assigned by the Board.

1. CEO/EXECUTIVE DIRECTOR

The Board Chair:

1. Is responsible for leading the board in practices of good governance, and sets the tone for the rest of the board, by acting as a role model and motivator for other board members.
2. Presides over board meetings, and often serves as a spokesperson for the organization.
3. Partners with the Director to establish and achieve the organization's mission
4. Provides leadership to the Director, who sets policy and to whom the Director is accountable.
5. Chairs meetings of the Board after developing the agenda with the Director.
6. Encourages Board's role in strategic planning.
7. Appoints the chairpersons of committees, in consultation with other Board members.
8. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
9. Monitors financial planning and financial reports.
10. Formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of the Board members.
11. Evaluates annually the performance of the organization in achieving its mission.
12. Performs other responsibilities assigned by the Board.

2. PRESIDENT/ BOARD CHAIR



The Vice-Chair:

1. Generally offers support to the Board Chair and substitute leadership when needed.
2. Reports to the Board's Chair.
3. Oversees Board Development (develops plan to recruit potential board members and makes recommendations to Board).
4. Participates closely with the Chair to develop and implement officer transition plans.
5. Performs other responsibilities as assigned by the Board.



3. VICE PRESIDENT

The Treasurer: is responsible for overseeing the financial operations and assuring that board members have the information they need to be effective fiscal stewards of the organization. Often this means reviewing financial statements and assisting in preparing and presenting the organization's budget to the full board.

4. TREASURER

The Secretary:

1. Manages accurate minutes of board meetings and maintains effective management of the organization's records.
2. Ensures agendas are distributed before each meeting.
3. Ensures minutes are distributed to members shortly after each meeting.
4. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meeting.

Initially, the board may combine the roles of Secretary and Treasurer.

5. SECRETARY

A black and white photograph of a woman with long hair, wearing a white button-down shirt, sitting at a desk. She is looking down at a spiral notebook and holding a pen. A laptop is open in front of her. The background shows a window with a grid pattern. A thick pink horizontal bar is overlaid on the bottom right of the image.

To apply:

Email Ms. Jaime Perris at: info@mindsbeyondmeasure.org

- Please indicate the position you are applying for
- Include your resume
- Highlight your skills/experience and what you think you could contribute to Minds Beyond Measure.

Thank-you and looking forward to hearing from you!

APPLICATION



BEYOND MEASURE

WWW.MINDSBYONDMEASURE.ORG

INFO@MINDSBEYONDMEASURE.ORG
NEW YORK | +1917 365 6730

© 2021 Minds Beyond Measure