



ReEstablish Richmond  
Board of Directors Position Description

*“Helping refugees and new immigrants establish roots, build community, and become self-sufficient.”*

POSITION TITLE: Board of Directors	
TYPE OF SERVICE: Direct or <b><u>Indirect</u></b>	ReR PROGRAM: Governance
CONNECTION TO MISSION: ReEstablish Richmond board members are the governing body of the organization. They help make sure ReEstablish Richmond’s programs continues to support agency mission. Board members are essential to making sure they organization has proper funding to continue providing services.	
LOCATION: The ReEstablish Richmond administrative office is located at 2706 Park Ave, Richmond, VA 23230. At least two board meetings will be in-person while the rest of the meetings will be held virtually.	TIME COMMITMENT: By-laws currently state that members will serve 3-year terms with an opportunity to renew 1 time After 2 terms, members who wish to continue to be engaged can roll off onto our Board of Trustees, a group who can attend meetings and engage in the work of the board, but no longer have voting rights.
<p>POSITION DESCRIPTION: Board members are the people who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission.</p> <p>RESPONSIBILITIES AND EXPECTATIONS:</p> <ul style="list-style-type: none"> <li>▪ Attend board meetings</li> <li>▪ Attend at least one ReEstablish Richmond fundraising or outreach event</li> <li>▪ Serve on a subcommittee (fundraising, governance, finance) and attend meetings.</li> <li>▪ Serve in a leadership role</li> <li>▪ Increase your expertise in one area of ReEstablish Richmond programming.</li> <li>▪ Initiate one speaking opportunity for ReEstablish Richmond with a peer group, religious group you associate with, place of employment, or other community group</li> <li>▪ Connect Executive Director to people in your network that could contribute in a volunteer or financial capacity to support the organization.</li> <li>▪ Buy or sell tickets for special events</li> <li>▪ Share your areas of expertise with ReEstablish Richmond staff and other board members.</li> </ul>	



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**REQUIREMENTS / QUALIFICATIONS:**

- Attend at least 4/6 annual board meetings.
- Serve on at least one subcommittee. (governance, finance, or fundraising)
- Donate-100% of our board members make a meaningful financial contribution.
- Expand ReEstablish Richmond’s reach by sharing information about our work with your network of friends, family, and colleagues.
- Participate in ReEstablish Richmond’s new board member onboarding process.

**BENEFITS:**

- ✓ The gratifying experience helping a small, local non-profit grow.
- ✓ Support of the ReEstablish Richmond staff throughout your volunteer experience.
- ✓ Gain professional experience that can be added to a resume.
- ✓ Develop leadership skills and expand your own personal and professional network.