



MIDDLESEX COMMUNITY FUND

Middlesex Community Fund Board Member Volunteer Job Description

GENERAL

To be eligible to be a member of the Board of the Middlesex Community Fund you must live and/or work in Middlesex, Vermont. Board Members are expected to:

- attend all Board meetings, which are held one to two times per month (currently on Thursdays at 12:15 am),
- prepare in advance of these meetings by reading meeting agendas and related documents,
- participate in discussion and decision-making,
- spend four to six volunteer hours working on Fund activities per month in addition to attending Board meetings,
- participate in a Fund working committee,
- staff the Fund's Community Phone,
- be engaged in the Middlesex community and serve as an active ambassador for the Fund,
- participate in the Fund's annual giving at whatever level they are able.

Unavoidable absences at Board meetings may be reported in advance by email to the Board President(s). There must be a minimum of five Board Members on the Board at all times and there cannot be more than nine Board Members on the Board, according to Fund bylaws. A majority of the voting Board Members constitutes a quorum at any Board meeting.

COMMITTEES

Every member of the Board is assigned to a working committee and is expected to give thoughtful consideration regarding their committee's work. Board Members are expected to attend all meetings of their committee(s) and respond to committee e-mails promptly. The Executive Committee includes Committee Chairs and the Board President and Treasurer. Each year, the Executive Committee is tasked with developing the Fund's strategic and fundraising plans. The Communications Committee is tasked with creating all publicity and marketing materials. The Fundraising Committee is tasked with implementing the Fund's annual fundraising plan. All Committee Chairs are responsible for updating the full Board on their committee's work at each Fund Board meeting.

COMMUNITY COMMITMENT

All Fund Board Members agree to be active ambassadors for the Fund and to raise awareness of and monies for the Fund, thereby enabling the organization's success. All Board Members agree to actively engage with the Middlesex community, seek to identify community needs, and assist in the creation and implementation of Fund efforts to meet those needs.

PERSONAL DONATIONS

100% Board participation is expected in annual giving to the Fund at whatever level each Board Member is able.

COMMUNITY FUND PHONE

All Board Members are expected to answer phone calls and keep track of the Fund cell phone (cell number: 802-636-7482). Board Members will volunteer to keep the phone on a regular basis, check the phone at least once daily, and respond to calls in a manner agreed upon by the Board.

Board Member Information

Name: _____

Address: _____

Phone: _____

Email: _____

Expected contribution this year: _____

By signing this document, you are agreeing to the above terms of membership.

Signature: _____

Date: _____