

Board of Directors Position Description

**Mission:** Shepherd Elementary Star Achievers is a private nonprofit 501c3 organization. At Star Achievers we believe that nothing is out of reach for our children.  We have carefully designed a range of programs aimed to compliment our scholar’s diverse academic, social, physical, emotional and cultural interests. We aim to provide academic and enrichment activities to students before and after the hours of school; to provide a safe, secure, fun, recreational and educational experience for children; and to promote and advance each student’s social, emotional, cognitive and physical development.

**Position**: The Board will support the work of SESSA and provide mission based leadership and strategic governance. While day to day operations are led by the SESSA Program Director and Operations Manager, the Board-SESSA relationship is a partnership and the appropriate involvement of the Board is both critical and expected. This is an extraordinary opportunity for an individual who is passionate about SESSA’s mission and who has motivation to support the program and the community it serves.

**Leadership, governance and oversight**

* Participate regularly by attending monthly scheduled board meetings, as well as committee meetings and special meetings as appropriate. Attend special events and functions such as training programs, fundraisers, and major events.
* Promote the mission, goals, and objectives of Star Achievers to increase public awareness, understanding and support of the organization.
* Reviewing agenda and supporting materials prior to board and committee meetings.
* Approving SESSA’s annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
* Participation with other Board members and staff in the formulation, updating, and approval of long-range strategies and objectives.
* Monitoring and evaluation of the effectiveness of the projects and programs and assure these projects and programs are progressing toward achieving stated objectives.
* Assure a process is in place to select, employ, and periodically evaluate the performance of the Program Director.
* Commit to serve on at least one standing committee and to accept special assignments.
* Nomination and election of members and officers of the Board.
* Assisting with fund raising in support of the SESSA’s programs.

**Term**

* Election to the general Board of Directors is open to any interested parent or community member who is over the age of 18.
* Service on SESSA’s Board of Directors is without remuneration.

**Criteria**

The following skills or knowledge are useful in serving on the Board:

* Willing to accept and promote the mission, goals and objectives of Star Achievers.
* Experience serving on or working with other non-profit boards.
* Knowledge of financial, legal, fundraising, programmatic areas relevant to SESSA program and organizational management.
* Leadership or participation in the community and is willing to provide that expertise to the operation of the Board and its committees.
* Able and willing to serve effectively as a public representative of the organization and involve others in the work of Star Achievers.

**Time Commitment**

**Activities** **Estimated Time Demands**

Monthly board meetings 1-2 hours / month

Leadership or Committee meetings 2-4 hours every month