

# NONPROFIT BOARD MEMBER ROLE DESCRIPTIONS

---

## Vice President (Executive Board)

### Purpose:

The Vice President plays a key leadership role in supporting the President and ensuring the organization runs smoothly and effectively. This position serves as a strategic partner, helping guide board initiatives, maintain accountability, and support the overall mission of Mija, Yes You Can.

### Responsibilities:

- The Vice President assists in leading board meetings, steps in for the President when needed, and helps ensure board members are engaged, informed, and aligned with organizational goals. They collaborate closely with executive leadership to support planning, decision-making, and execution of programs and events.
- This role also helps oversee committees or event-based teams, providing guidance, support, and follow-through to ensure projects stay on track. The Vice President is expected to be proactive, solution-oriented, and willing to step in wherever support is needed.

### Ideal Skills:

Organized, dependable, strong communicators, and comfortable taking initiative. This role is best suited for someone who is ready to lead, support others, and help move the organization forward with consistency and heart.

---

## Fundraising & Sponsorship Board Chair

### Purpose:

To support the organization's financial sustainability by helping secure individual donors, sponsorships, and fundraising partnerships.

### Responsibilities:

- Help identify and connect the organization with potential sponsors
- Support donor cultivation and stewardship
- Assist with fundraising events and campaigns
- Make warm introductions to businesses and community leaders
- Advocate for the organization within personal and professional networks

**Ideal Skills:**

Networking, sales, community relationships, donor relations, sponsorship outreach.

---

## Grants & Development Board Chair

**Purpose:**

To strengthen the organization's grant strategy and long-term funding pipeline.

**Responsibilities:**

- Help review and identify grant opportunities
- Support in drafting or editing grant narratives
- Assist with grant reporting or data collection
- Connect the organization with foundations or funding partners
- Ensure program outcomes are communicated clearly

**Ideal Skills:**

Grant writing, nonprofit development, data evaluation, storytelling.

---

## Community Engagement Board Chair

**Purpose:**

To strengthen the organization's connection to the community and build strategic partnerships.

**Responsibilities:**

- Represent the organization at community events
- Help build relationships with local leaders, schools, and businesses
- Identify collaboration opportunities
- Assist with volunteer recruitment or outreach

**Ideal Skills:**

Community involvement, public speaking, networking, outreach coordination.

---

## Marketing & Communications Board Chair

**Purpose:**

To elevate the organization's visibility, storytelling, and public engagement.

**Responsibilities:**

- Provide guidance on marketing strategies and campaigns
- Assist with messaging, branding, or public communications
- Support social media and media outreach efforts

UPDATED 12/25

- Help create partnerships with influencers, media outlets, or organizations
- Promote programs and events within their community

**Ideal Skills:**

Social media, graphic design, PR, branding, communications, storytelling.

---

## Finance Board Chair

**Purpose:**

To ensure responsible financial oversight and accountability.

**Responsibilities:**

- Review financial statements and assist with budgeting
- Provide guidance on financial best practices
- Support the Treasurer and Finance Committee
- Assess financial risks and monitor sustainability
- Ensure transparency and compliance

**Ideal Skills:**

Accounting, finance, budgeting, auditing.

---

## Legal Board Chair

**Purpose:**

To support the organization in legal compliance, risk management, and policy development.

**Responsibilities:**

- Review contracts, agreements, or policies as needed
- Help ensure compliance with state and federal nonprofit laws
- Assist with liability questions or risk mitigation
- Provide general legal guidance
- Support governance and bylaw updates

**Ideal Skills:**

General practice law, nonprofit law, contract review, compliance.

---