



Dartmouth Learning Network Board Member Volunteer Position Description

Purpose: The Board of Directors is the organization's highest authority and consequently Board members carry the greatest responsibility. The Board sets the tone and guides the direction for the organization. All administrative and financial policies are decided by the Board. Being a Director requires a serious commitment, but it is also very rewarding. While a good Mentor may affect the lives of many adult learners, a good Director will affect the lives of hundreds of adult learners. If you have served on a Board before, or feel strongly about literacy, this is your opportunity to make a real difference.

Reports to: The Chair of the Board of Directors

Length of Commitment: Twelve months

Time Commitment: 5:00 pm – 6:30 pm the second Tuesday of every month for Board Meetings
Other meetings as called by the Executive Committee

Location: Dartmouth Learning Network

Qualifications:

- Must be 19 years of age or older
- A strong concern for all issues related to adult learners and low literacy levels
- Experience and knowledge pertinent to adult education, individual or community development, or management of a business or non-profit
- Attend at least 2/3 of Board Meetings; missed meetings must be excused)
- Actively serve on at least one committee by attending committee meetings and fulfilling assigned committee responsibilities
- Make telephone calls, presentations, or sell tickets at least once each year to support The Dartmouth Learning Network activities;
- Attend a minimum of three special functions
- Read all correspondence sent by The Dartmouth Learning Network

Responsibilities:

- Make a serious, long-term commitment to the cause of literacy
- Understand the goals, policies, and programs of the organization
- Attend meetings and participate in the policy-making decisions of the Board
- Participate actively on one or more of the Board's committees suited to a member's interests and skills
- Foster the organization's approach to solving the problems of illiteracy in other spheres of influence where members have leadership responsibilities
- Take financial responsibility for the organization by overseeing revenue and expenditures and assisting with resource development.