



Positive Images Board Announcement and Job Description

Positive Images Mission Statement: Positive Images provides support and advocacy to Sonoma County's gay, lesbian, bisexual, transgender, queer, questioning, inter-sex youth and young adults, ages 12-24, and educates the greater community. We envision a Sonoma County where all youth are valued, compassionate community members, creating a just society.

Volunteer Board Members Wanted:

Join the Board of Directors at Positive Images (PI). This is an exciting time for PI as we are expanding our services and embarking on new projects. Please join us as we move forward to serve the community. The commitment is reasonable, the time well spent, and the sense of satisfaction, enormous.

Mission and Program Description:

The Positive Images program started in 1990 to serve the needs of LGBTQ+ (lesbian, gay, bisexual, transgender, queer, questioning, intersex, and asexual) ages 14 to 24 in a peer-to-peer model. Group meetings are held weekly, and there are also special group meetings for transgender youth, adults, and parents of transgender youth. There are other specialty groups offered when needed. Social events are organized from time to time. Youth members may also come to the center for peer counseling and referrals if necessary. All services are delivered in the peer-to-peer model and include referrals, socialization, personal growth classes and support groups.

General Board Responsibilities:

➤ **Set Direction**

- Determine and help to keep Positive Images focused on our mission, vision, and values.
- Participate with staff to develop and monitor implementation of our annual goals and long-range strategic plans.
- Delegate authority for daily operations to the Executive Director.

➤ **Ensure Resources**

- Ensure our financial resources can meet current and future needs by helping staff to raise funds in the community.
- Tout our successes and work to enhance our reputation in the community.
- Make certain that adequate human resources are available by establishing and monitoring policies for paid and unpaid staff.
- Hire, train, support, evaluate, and set compensation for the Executive Director; if necessary, terminate the ED.

➤ **Provide Oversight**

- Approve the annual budget and make certain that proper financial and risk management controls are in place.
- Ensure compliance with legal and ethical standards.

312 Chinn St., Santa Rosa, CA 95404

Tel: 707-568-5830 Toll Free: 1-866-PI-LGBTQ Fax: 707-568-5830

posimage@sonic.net www.posimages.org



- Make certain that programs further our mission and address changing community needs.
- Review results achieved by management in pursuit of written annual and long-range goals.

➤ **Manage the Board**

- Regularly assess the performance of the board, and recruit and train board members who can contribute to the strategic goals.
- Maintain the division of responsibilities between the board and the staff.
- Assess that board members are actively engaged in the work of the Board and feel valued and fulfilled by their Board service.
- Assure that meetings, committees, and communications systems run well and the board has the appropriate information to make good decisions.

Duties:

1. Regularly attend and actively participate in board meetings.
2. Prepare for all meetings by reading the materials and completing all assignments.
3. Ask questions in order to truly understand our mission, services, policies, and finances.
4. Build a respectful and cooperative working relationship with board and staff members that contribute to effective decision-making.
5. Participate in fund development activities and make a contribution of funds, time, or skills as appropriate.
6. Act as an ambassador for the organization, promoting our mission, goals, and accomplishments to the public.
7. Put the interests of the organization above personal or individual client interests and follow conflict of interest and confidentiality policies.
8. Accept and support all board decisions and do not speak or act on behalf of the board unless empowered to do so.
9. Support the staff when talking with members of the community.
10. Do not micromanage and become involved in specific management, personnel, or program issues.
11. Annually, board members will assess their individual and collective performance and strive to develop a board which has all the needed skills and representation, functions smoothly, and is rewarding for all board members.
12. Participate in annual revision of the organization's strategic plan.
13. Set individual plan of action with goals and objectives for time serving as a board member.

Qualifications:

- A demonstrated interest in our mission and goals.
- Specific experience in finance, planning, human resources, marketing, fundraising, management, or issues related to our mission and goals.
- Availability of six to ten hours per month to:
 - a. Prepare for and attend board meeting; 3-4 hrs

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- b. Prepare for and attend committee meeting; 2-3 hrs
- c. Attend events; 1-3 hrs