

MATRIX PARENT NETWORK & RESOURCE CENTER

Member of the Board of Directors



Mission

Empower families of children with special needs to successfully understand and access the systems that serve them

For more information about programs and services, please see our website at www.matrixparents.org.

Position Description

In general, board members utilize their personal and professional skills, experience, relationships and knowledge to highlight the public's awareness of and to advance the work of Matrix Parent Network & Resource Center (Matrix). Board members set policy, oversee fiscal management and policies, and provide leadership to support the programs and services Matrix offers in Marin, Sonoma, Solano and Napa Counties. Board members are expected to be actively involved in their oversight duties, which may include serving on committees, leading project teams, attending events and supporting fundraising efforts.

Terms and Participation

Board members will serve a two-year term and are eligible for reappointment to additional terms by approval of the Board. Board members will attend regular board meetings, which are each approximately two hours in duration and currently scheduled monthly. Board members can reasonably expect to commit a minimum of 10 hours a month to board-related activities. Serving on the Matrix Board of Directors is on a volunteer basis.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about Matrix's mission and shares Matrix's commitment to providing support, education and information to families with children with special needs. Because parent-to-parent support is fundamental to Matrix's mission, board candidates who are parents or relatives of children with special needs will be highly considered.

Selected board members will have demonstrated commitment to Matrix's mission as a parent or relative of a child with special needs or have otherwise shown leadership abilities in business, education, community relations, nonprofit or other related activities.

Specific Board Member responsibilities include:

- Attending regular Matrix Board meetings, currently held monthly
- Serving on committees/task forces when needed; volunteering for special projects as appropriate
- Approving Matrix's annual budget, audit reports and material business decisions
- Preparing in advance for decision-making and policy formation by reviewing agenda and supporting materials prior to Board meetings;
- Supporting Matrix's fundraising/development efforts (See below)
- Identifying and recruiting other Board Members
- Staying informed about the agency's programs and activities as well as the public policy issues that may affect those programs and activities
- Representing Matrix to its clients, donors and communities; acting as an ambassador for the agency
- Serving as a trusted advisor to the Executive Director who manages the day-to-day operations of the agency

Fundraising/Development

Board members will consider Matrix a philanthropic priority. While an annual gift is currently not required, Board members are encouraged to make a personal financial contribution to the organization at a level that is meaningful to him or her. When 100 percent of Board Members make an annual gift, Matrix can more credibly seek contributions from foundations, organizations and other individuals.

Board members will support Matrix's fundraising/development efforts by planning and attending events; soliciting donations from individuals and businesses as appropriate; making/sending thank-you calls/notes; visiting individual/business donors as appropriate or needed.