

**Board Member Role Description**

The purpose of the PennFuture Board is to exert fiduciary oversight of a 501(c)(3) nonprofit and to guide the organization’s strategic vision, and plan and govern in accordance with the bylaws. It is not a managerial board: PennFuture has competent staff who run the organization. The board and staff interact in mutually supportive ways to seek and share input regarding the direction of the work of PennFuture.

Since 2019, PennFuture has been in a strategic alliance with Conservation Voters of Pennsylvania (CVPA), a 501(c)(4) organization.

**Term of service**

* The board term of service is three years. A director may renew for a second three-year term. A director’s service may be extended if that individual additionally serves as an officer.
* Two or more board members sit on both the PennFuture and CVPA boards.

**Time commitment**

* Three board meetings per year, typically on Monday mornings for two hours. A fourth, longer, meeting is combined with the board of CVPA. Meetings are typically held in Harrisburg at PennFuture office; board members may attend in person or via video conference/phone. From time to time the board holds planning retreats or meetings.
* Board members serve on one of the four standing committees as prescribed in the bylaws: Audit, Finance, Development, Human Resources. Committees conduct their work via email and conference calls. On each committee, one member is appointed to be chair.
* Occasionally, ad hoc committees are formed.
* Board members may be elected by the board to serve a two-year term as a board officer: Chair, Vice Chair, Secretary, Treasurer. The bylaws also provide for an assistant secretary and an assistant treasurer.
* Board members are encouraged to attend PennFuture-sponsored events in their area, to engage with the public.
* Once elected, new board members will participate in a one-hour orientation conducted by staff.

**Financial commitment**

 PennFuture’s membership policy requires that all board members are members of the organization. Any individual who makes a donation of $1.00 (one dollar) or more is considered a member of PennFuture for one year from the date of the donation. Board members are asked to make an annual financial contribution of an amount that they are comfortable with and that is meaningful to them. Suggested levels are: $365: Daily Defender, $600: Rachel Carson Club, and $1,000: Leadership Circle. At the beginning of each fiscal year board members are asked to sign a pledge for what their financial commitment will be for the fiscal year. Donations may be made at one time or in installments.

**Other**

You name will appear on PennFuture’s website, for which you will be asked to submit a photo and a biographical statement.

Annually, board members are asked to complete a conflict-of-interest form and a board-commitment form. The commitment form outlines any number of opportunities through which board engagement with PennFuture can take place and includes a financial pledge opportunity.