C.H.A.M.P.S
RESOURCE & SERVICE CENTER



2026-27

BOARD OF DIRECTOR RECRUITMENT

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OUR AWESOME TEAM



DANIELLE & CHARITY JACKSON
FOUNDER



OPEN
PRESIDENT



HALLEY SHERWOOD
OPERATIONS/ADMIN



JHANA JACKSON
CO-PRESIDENT



OPEN
FINANCE

MEMBERS

MARIAM BAYO, ADMIN ASST
DEJ'NAY GILLIAM
MILKAH KIHUNAH, POL & PROC
NAHSTASSIA ABDULLAH, COMM
TIFFANIE TOMS
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REGISTRATION:

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C.H.A.M.P.S
RESOURCE & SERVICE CENTER
Bringing Communities Together In One Common Place With One Common Vision...CHANGE

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We're looking for new board and committee members:

CHAMPS is looking to invite you to the team to support CHAMPS Resource and Service Center to build our team and move us to the next level.

CHAMPS Resource and Service Center (RSC) specializes in bringing communities together in one common place with one common vision: to provide a comprehensive resource and service center that is accessible to residents living in poverty. We want to build partnerships with the neighborhood residents, local businesses, non-profits and faith-based organizations, foundations, and government agencies who will collaborate with us to support this community. The resources and services provided relate to financial & housing stability, public safety, health & wellness, and community participation that provides life-long change for people living in poverty. We want to show them that they have the power to make the change they want to see in themselves and the neighborhood!

CHAMPS RSC is in the process of taking things to the next level, and to do this, we need more people! We're looking for folx to join our board of advisors that are passionate and focused on community and team-building. People who are purpose-driven and committed to friendly business practices and connecting the community to resources and services.

Position Description:
CHAMPS RSC is looking to bring on skilled board members with experience in fundraising, grant writing, finance, policies & procedures, to support our mission of growing and adding expertise to our organization. Candidates must also be skilled in community-building/outreach and service work.

CHAMPS RSC is looking to bring on board members ASAP, so please apply now! The board will meet as needed (estimated 2-3 hours per month) to start and then will establish a regular schedule as time goes on. All members of the community are welcome to apply, with opportunities for local and remote work. Join us in working to create systems of support for valued members of our community!

*This will be a remote position that includes some monthly & quarterly meetings, plus a maximum of three hours per month for calls/emails to help with various projects. Looking for a strong background and overall experience in growing and adding expertise to our organization.

**As CHAMPS RSC continues to grow, this work will turn into opportunities for paid positions!

CHAMPS BOARD DESCRIPTION

Overview: The CHAMPS Resource & Service Center (RSC) Board of Directors is seeking interested Board applicants throughout the state of Washington. CHAMPS RSC is a Washington non-profit organization with origins dating back to 1999. Our strategic priorities are to bring communities together in one common place with one common vision, to: raise awareness on health and safety, housing and financial stability and community participation. To do that we must build critical relationship between each other and our communities, collaborate with like-minded organizations and advocate for resources and services that build a more sustainable and equitable communities. Our mission is to provide access to comprehensive resources and services through efficient mobile delivery to residents living in poverty.

About Board Service: The job of the Board, on behalf of CHAMPS RSC internal and external stakeholders, is to ensure that the organization's mission is achieved. The Board of Directors provides governance to the organization, represents the organization to the community, advocates for the mission of the organization and accepts the ultimate legal authority for the organization. To ensure that Board members are familiar with CHAMPS RSC's operations and the communities it serves, we ask that our Board members participate in volunteer opportunities whenever possible. Board members are elected for two-year terms.

Meetings and Committees: The Board will meet virtual monthly and/or quarterly basis with additional phone or video conference calls throughout the year. There will be a ***one-day retreat***, and one meeting is held in conjunction with the CHAMPS RSC **end-of-year Brunch in January.** The Board has three standing committees, Finance/Audit, Governance, and Fundraising, with other temporary ones formed as needed. The Committees tend to meet monthly via phone, video or in-person ***as needed***.

Expectation: ***Board members who are not holding an officer position are expected to participate on at least one committee.*** We expect members to be fully committed to the work of CHAMPS by attending and participating in the meetings, without missing 2 consecutive months at a time per year. Because your ideas and voice matter with how CHAMPS moves forward, we need to see and hear from you.

C.H.A.M.P.S RESOURCE & SERVICE CENTER
BOARD OFFICERS JOB DESCRIPTIONS

The CHAMPS Resource & Service Center Bylaws include Board officer descriptions for a President, Vice-President, Secretary and Treasurer, as follows:

President

The *President* shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice President, Secretary and Treasurer.

- Oversee board and executive committee meetings.
- Serve as ex-officio member of all committees.
- Work in partnership with the chief executive to make sure board resolutions are carried out.
- Call special meetings if necessary.
- Appoint all committee chairs and with the chief executive, recommend who will serve on committees.
- Assist chief executive in preparing agenda for board meetings.

- Assist chief executive in conducting new board member orientation.
- Oversee searches for a new chief executive.
- Coordinate chief executive's annual performance evaluation.
- Work with the nominating committee to recruit new board members.
- Act as an alternate spokesperson for the organization
- Periodically consult with board members on their roles and help them assess their performance.

Vice President

The *Vice-President* shall chair committees on special subjects as designated by the board.

- Attend all board meetings.
- Serve on the executive committee.
- Carry out special assignments as requested by the board president.
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence.
- Participate as a vital part of the board leadership.

Secretary

The *Secretary* shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.

- Attend all board meetings.
- Serve on the executive committee.
- Maintain all board records and ensure their accuracy and safety.
- Review board minutes
- Assume responsibilities of the president in the absence of the board president, president-elect, and vice president
- Provide notice of meetings of the board and/or of a committee when such notice is required.

Treasurer

The Treasurer shall make a report at each Board meeting. Treasurer shall chair the Finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public.

- Maintain knowledge of the organization and personal commitment to its goals and objectives.
- Understand financial accounting for nonprofit organizations.
- Serve as financial officer of the organization and as chairperson of the finance committee.
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities.
- Work with the chief executive and the chief financial officer to ensure that appropriate financial reports are made available to the board on a timely basis.
- Assist the chief executive or the chief financial officer in preparing the annual budget and presenting the budget to the board for approval.
- Review the annual audit and answers board members' questions about the audit.

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BOARD COMMITTEE JOB DESCRIPTIONS

Fundraising Committee

The Fundraising Committee's job is not simply to raise money. Instead, the Fundraising Committee is responsible for overseeing the organization's overall fundraising and the fundraising done by the board. To accomplish this, its responsibilities are:

- To work with staff to establish a fundraising *plan* that incorporates a series of appropriate vehicles, such as special events, direct mail, product sales, etc.
- To work with fundraising staff in their efforts to raise money
- To take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fundraising parties, etc.
- To be responsible for involvement of all board members in fundraising, such as having board members make telephone calls to ask for support, and
- To monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.

Finance Committee

The Finance Committee (Budget and Finance Committee) tasks are:

- To review budgets initially prepared by staff, to help develop appropriate procedures for budget preparations (such as meaningful involvement by program directors), and on a consistency between the budget and the organization's plans.
- To report to the board any financial irregularities, concerns, opportunities
- To recommend financial guidelines to the board (such as to establish a reserve fund or to obtain a line of credit for a specified amount)
- To work with staff to design financial reports and ensure that reports are accurate and timely.
- To oversee short and long-term investments unless there is a separate investment committee.
- To recommend selection of the auditor and work with the auditor, unless there is a separate audit committee, and
- To advise the executive director and other appropriate staff on financial priorities and information systems, depending on committee member expertise.

Board Development Committee

In some ways the most influential of all the committees, the Board Development Committee (sometimes called the Nominating Committee or the Committee on Trustees) is responsible for the general affairs of the board. While the specific tasks of this committee vary greatly from organization to organization, they usually include some or all the following responsibilities:

- To prepare priorities for board composition
- To meet with prospective board members and recommend candidates to the board.
- To recommend a slate of officers to the board
- To conduct orientation sessions for new board members and to organize training sessions for the entire board, and
- To suggest new, non-board individuals for committee membership.

Youth Committees

They support the professional development of young people through cooperative education and leadership experiences, raising awareness of the cooperative model and encouraging greater participation in governance.

- **Social Activities** Responsible for the planning, organizing, and conducting of social activities for the Youth Committee. Keep the youth and Advisors updated on the activities and issues regarding social events.

- **Service Activities** Planning, organizing, and conducting service-oriented and service-learning activities for the youth. Keep Advisors updated on the activities and issues regarding service opportunities.

- **Education** Planning, organizing, conducting educational activities for the youth. Keep the youth and Advisors updated on activities and issues regarding educational events and opportunities for the youth.

Program Committee

The Program Committee is often comprised of board members who are most familiar with the approaches and operations of the organization's programs. (Some boards feel that the organization's program--its "products"--should be overseen by the whole board.) Depending on its make-up and programs, this committee's most common responsibilities are:

- To oversee new program development, and to monitor and assess existing programs.
- To initiate and guide program evaluations, and
- To facilitate discussions about program priorities for the agency.

Housing

- Public Safety
- Community Commons HUBS

Education

- Financial & Housing Stability
- Beware Life Skills
- Health & Wellness

Community Participation

- Events: RB CJ&R Fair, Neighbor Day, FYBY Anti-Violence Conference, RB Boo Bash at the Beach, Christmas Toy Giveaway
- CONNECT Luncheons
- Event, Resource & Service Center

Executive Committee

Sometimes an organization with a large board forms an Executive Committee, which is a smaller group that meets more frequently than the full board. Some Executive Committees are comprised of the board officers; others include committee chairs; and some choose other configurations, such as the board officers and the Fundraising Committee chair. A risk with Executive Committees is that they may take over decision-making for the board, and other board members will feel they are only there to rubber stamp decisions made by the Executive Committee.

Audit Committee

The role of the Audit Committee encompasses interviewing auditors, reviewing bids, recommending selection of an auditor to the board, receiving the auditor's report, meeting with the auditor, and responding to the auditor's recommendations. For many organizations, the annual audit is the only time the organization's financial systems are reviewed by an independent outsider, and as a result the auditor's report is an important mechanism for the board to obtain independent information about the organization's activities. On smaller boards, the functions of the Audit Committee are managed by the Finance Committee.

Personnel Committee

The functions of the Personnel Committee include drafting and/or revising personnel policies for board approval, reviewing job descriptions, establishing a salary structure, and annually reviewing staff salaries, and reviewing the benefits package. In some organizations the board's Personnel Committee also acts as a grievance board for employee complaints. Because difficulties can arise if many less serious complaints are brought directly to the board rather than to the staff person's supervisor, it is preferable for the personnel committee to act only on formal written grievances against the executive director or when an employee formally appeals a decision by the executive director to the board.

Public Policy Committee

Organizations whose mission includes Public Policy or education may create a Public Policy Committee that stays informed on relevant matters and brings proposals to the table for a board position or an organizational activity. For example, a Public Policy Committee might draft a written position paper related to pending cuts in welfare funding or propose that the board join a coalition of neighborhood nonprofits protesting the closure of a park.

Management Oversight Committee for geographically distant boards

Boards where the members are geographically distant from one another have a difficult time keeping in touch with the work of the staff. The board may only meet twice a year or quarterly, and much of the contact among board members may be through e-mail or just with the staff. To ensure financial and legal oversight in between board meetings, some boards establish a Management Oversight Committee (MOC), which meets every 6 weeks and where two of the three members live near the office (the out-of-state member participates by phone). This committee has finance, audit, legal and personnel responsibilities which might be done by separate committees if the organization were larger and working in only one city. The MOC provides a report on the organization's operations to each board meeting.

Temporary Committees

Some committees are convened on a temporary basis to address a specific, single event or issue. Often called ad hoc committees, they meet for a few months and then disband once their task is completed. Commonly used temporary committees and their designated tasks include:

- **Site Committee:** To work with staff to evaluate the existing location and consider a move to a different location, to review a new lease, or to weigh the feasibility of purchasing a building.
- **Special Event Committee:** To coordinate the board's assignments on a particular events and fundraisers.
- **CEO Transition or Search Committee**: To seek a new executive director, including recommending guidelines and a search process to the board, to take steps to help the new executive succeed. Some search committees hire the new executive director, while other search committees present a group of candidates to be evaluated by a different committee or the whole board.
- **Merger Committee:** To pursue a possible merger with another organization and to bring information and recommendations back to the full board.
- **Planning Committee:** To lead a strategic planning endeavor (the planning committee may consist of both board and staff members).
- **Special Issue Committee:** To investigate an unusual problem or opportunity, such as negative publicity in the newspaper, deep staff resentment against the executive director, an unusual grant opportunity or a possible joint project with another organization. Setting up a Special Issue Committee to research the situation and report back to the board ensures that decisions are based on adequate information.

Interested in Board and/or Committee Service? If you are interested in learning more about serving on the CHAMPS RSC Board, please email us at dajackson@champsseattle.org and we will get in touch for a conversation and send you an application. Please send your BOD Member Profile with the reason for your interest.