Pongo Poetry Project Seeks Members to Join Board of Directors

The Pongo Poetry Project is excited to announce we are recruiting new members to join our Board of Directors. Pongo is embarking on an ambitious phase of growth and is poised to increase our impact on the marginalized youth we serve. We welcome candidates interested in joining a non-profit with a proven program methodology as it extends its reach and develops the systems and infrastructure to sustain itself for decades into the future. Read below for background on Pongo, the skills and characteristics that make an ideal candidate, and the responsibilities and expectations for board.

Specifically, we are seeking board members who are inspired by our mission, are strategic thinkers and have a commitment to racial equity. We are looking for people with skills in any of the following areas: finance, fundraising, communications, executive director transitions and/or have a clinical psychology background.

Pongo Background

The Pongo Poetry Project is a 25-year old non-profit that uses personal poetry as a means for facilitating healing among those coping with devastating traumas, such as abuse, neglect, and exposure to violence. Our mission is to help marginalized youth heal from trauma through writing personal poetry.

Pongo Board Roles and Responsibilities

The board as a whole has the responsibility for governing the entire organization, for establishing and upholding the organization's mission and vision and for preparing for the organization's successful future.

Planning:

- Establish the organization's mission, vision, values, priorities (strategic plan) and keep them in focus at all times
- Plan for the organization's future on a long-term and short-term basis
- Ensure the evaluation of programs and operations on a regular basis

Human Resources:

- Recruit, orient, train and recognize board members and provide them with opportunities to grow and develop as leaders
- Hire, orient, support and guide the Executive Director and evaluate his/her performance annually
- Develop personnel policies, including setting salary ranges, benefits and grievance procedures

Finance:

- Ensure financial accountability of the organization and ensure appropriate financial controls are in place
- Assist in the development of and approve the annual budget
- Oversee the organization's properties and investments

Development:

- Ensure adequate resources to fulfill the organization's mission
- Participate in fundraising activities

Community Relations:

- Enhance the organization's public standing by clearly articulating its mission, accomplishments and goals to the public
- Ensure that the programs and services appropriately address constituent needs
- Promote collaborative relationships with other organizations

Operations:

- Conduct annual board performance evaluations and establish plans to improve board accomplishments and processes
- Ensure legal and ethical integrity and maintain accountability to 501(c)(3) guidelines and to each other
- Maintain an effective structure with committees appropriate to the size of the organization
- Develop a group process through regular meetings that generates and utilizes the best possible thinking of its members

Racial Equity:

- Establish the organization's racial equity and social justice vision and values and ensure that it is infused in every aspect of the organization
- Ensure ongoing training for board and staff on racial equity and social justice
- Partner with other organizations to advocate for racial equity and social justice
- Ensure board composition and leadership is reflective of the clients the organization serves

Individual Board Member Responsibilities:

- Learn and keep in focus the organization's mission, vision, values, goals, policies and programs/services
- Suggest new board members
- Serve on at least one committee
- Avoid conflicts of interest
- Follow trends in the organization's field

- Prepare for and participate in board meetings
- Read and understand financial statements
- Exercise prudence regarding the expenditure of funds
- Represent the organization in the community
- Participate in board fundraising activities and make a significant financial contribution to the best of one's ability
- Volunteer 5-8 hours per month, distributed as follows:

    2-3 hours: board meeting preparation and attendance

    2-3 hours: committee meeting preparation and attendance

    1-2 hours: fundraising and special requests

For more information, please contact Barbara Green at executivedirector@pongoteenwriting.org or check out our website at www.pongoteenwriting.org