**Vision:** Allpeople in Wisconsin have the literacy skills to reach their full potential.

**Mission:** Changing lives by strengthening literacy statewide.

**Purpose:** Responsible for supporting and enhancing the mission of Wisconsin Literacy by participating in fundraising, strategic planning, providing guidance regarding continuous service improvement, guaranteeing a stable financial base for the agency, and communicating the mission of Wisconsin Literacy to the wider community.

**Specific Duties:**

1. Make a serious commitment to the cause of adult and family literacy, as well as health and workplace literacy.
2. Attend six board meetings per year (two by phone conference).
3. Participate actively on one or more Wisconsin Literacy committees.
4. Make a personally significant annual financial contribution.
5. Promote and facilitate relationships that will contribute resources.
6. Attend Board orientation meeting and Board development training when offered.
7. Provide guidance to Wisconsin Literacy’s Executive Director.
8. Create and implement a strategic plan for ensuring the organization’s success.
9. Participate in Wisconsin Literacy activities that result from Board decisions.
10. Assist with the development of financial and community resources.
11. Disclose potential conflicts of interest as they arise.
12. Participate in an annual evaluation of the Board's work.
13. Responsible to the Board Chair

**Qualifications:**

1. Skills in areas such as organizational change, financial services, fundraising, marketing and communications, adult education, workforce development, health, technology, volunteer management, law, and government, human resources and community relations.
2. Leadership qualities such as forward thinking, curiosity, enthusiasm.
3. Connection to community resources such as local businesses, financial resources, booksellers and publishers, public libraries, professional/political/social/community/religious organizations.
4. Interpersonal skills such as empathy, listening to learn, willingness to speak up and to compromise, ability to work well in a team and support group decisions, flexibility, good sense of humor.
5. Previous board or nonprofit experience is desirable.

**Time Commitment:** There are six board meetings each year, two are by phone conference (1.5 hours long) and four are in-person in Madison, Milwaukee or north central location depending on board make-up, and are 3 hours in length. The board typically meets the 2nd Friday of even numbered months. Additional committee meetings/responsibilities require an additional time commitment by phone meetings. Terms are three years with a limit of two consecutive terms. Officers are elected for two-year terms. Member literacy agency representatives are elected by members and may serve two 2-year terms.

*I agree to accept this responsibility.*

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term Ends: