



**Board of Directors  
Job Description**

**Vision:** All people 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:**

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

**Qualifications:**

- 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.
- Leadership qualities such as forward thinking, curiosity, enthusiasm.
- Connection to community resources such as local businesses, financial resources, booksellers and publishers, public libraries, professional/political/social/community/religious organizations.
- 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.
- 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 2<sup>nd</sup> 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: