



Member of the Board of Directors

Job Description and Responsibilities

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Institute for Human and Social Development, Inc. so as to support the organization's mission and needs.

Mission: IHSD provides excellent comprehensive child development and support services to the highest need children 0-5 years old and their families in partnership with the community of San Mateo.

Shared responsibilities:

Planning, Strategic Growth and Policy

- Sets the strategic vision for the organization
- Oversees the development and execution of the Strategic Plan
- Monitors organization and operations effectiveness
- Ensures that policies align with the mission and needs of the organization as well as any Federal, State Local laws

Fiduciary

- Approves annual financial plan and associated budget
- Maintains sufficient risk management: finance, budget, treasury, prudent reserve, personnel, facility, compliance and other
- Ensures compliance with HS, federal, state, and local regulations
- Ensures fulfillment of contractual obligations

Governance

- Has legal and fiscal responsibility and safeguarding of funds for administering the IHSD's early care and education programs (which includes Head Start and Early Head Start programs, State preschool programs, Ravenswood program)
- Adopts practices that assure active, independent, and informed governance of all of the early care and education program
- Oversees program planning and evaluation (Program Self-Assessment)
- Conducts personnel evaluation of the Executive/Program Director
- Reviews organizational and programmatic reports
- Ensures Board effectiveness through participation in strong Corporate Board recruitment, governance and evaluation

- Recruits, supports and evaluates Executive Directors and Members of the Growth Committee and School Readiness Committee
- Defines the number of voting members for each standing committee
- Ensures number of board directors and officer positions required is maintained (15-20 members including profiles required by the Head Start Act).

Fund Development and Ambassadorship

- Leads fund development and funding base diversification
- Sets funding strategy
- Represents IHSD to business and greater communities, and within individual professional and personal networks

Individual responsibilities of board members:

- Attends and participates in 75% of the meetings with a preference for physical or video conference presence, plus special events as able.
- Reviews and responds promptly (within 48 hours), when requested, to matters requiring board input
- Participates on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Is alert to community concerns that can be addressed by IHSD's mission, objectives, and programs.
- Helps communicate and promote IHSD's mission and programs to the community.
- Becomes familiar with IHSD's finances, budget, and financial/resource needs.
- Understands the policies and procedures of IHSD.
- Makes a cash donation at a level personally meaningful to you.
- Serves on at least one committee.
- Helps to raise additional donations for IHSD from other sources (e.g. asking friends, business contacts, hosting a fundraising event, setting up donor meetings for staff).
- Stays well informed of IHSD's programs and activities
- Enhances IHSD's standing by serving as an ambassador in the community.
- Recruits and orient new board members and assess board performance.
- Evaluates board performance overall and your individual board member performance annually, through a self-evaluation process, based on performance of the above individual and shared responsibilities.

Length of term: Three years, which may be renewed up to a maximum of three consecutive terms, pending approval of the board.

Meetings and time commitment:

- The board of directors meets monthly on the third Monday of the month, 4:00-6:00pm., at IHSD Main Office located at 155 Bovet Road, Suite #300, San Mateo. Ca Meetings typically last two hours.
- Committees of the board meet an average of four times per year, pending their respective work agenda.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about IHSD's mission and who has a track record of board leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- Per Head Start Act 2007, the Board shall include a member with background in fiscal management of accounting, early child education and development, licensed attorney, current or former parent in the Head Start and Early Head Start program
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of IHSD's families.