

ROLES & RESPONSIBILITIES  
**MEMBER, BOARD OF DIRECTORS**  
FIRST STREET MISSION

ROLE	Member, Board of Directors
START DATE	January 1 <sup>st</sup> , 2024
ABOUT US	<p>First Street Mission is building upon a 50-year history as a steady source of social support and tangible assistance to those who find themselves somewhere on the linked cycles of poverty, crisis, and homelessness. In an era of ever-evolving community needs, we are proud to have earned a reputation for reliability, innovation, and collaboration with our community partners to multiply our collective impacts.</p>
PRIMARY IMPACT	<p>The Board of Directors is the highest leadership body of First Street Mission, responsible for its governance, strategic vision, and financial and missional oversight. The board works to ensure that FSM fulfills its mission strategically, creatively, and responsibly. As a member of the board, you will take on an individual role in addition to this collective responsibility. FSM board members actively participate in fundraising efforts, planning workshops, oversight committees, board learning events, and collaborative initiatives with staff.</p>
TIME EXPECTATIONS	<p>FSM board members serve a three year term and are expected to plan for and commit to approximately 5 hours of board work monthly. You will engage in four key areas:</p> <ul style="list-style-type: none"><li>• Prepare for, attend, and conscientiously participate in at least 80% of regularly scheduled board meetings. (Meetings are currently held bimonthly on Wednesday evenings at 5:30pm at First Street. Meetings typically last 90 minutes.)</li><li>• Participate regularly in a committee of your choosing. (Committees meet an average of 6 times per year pending their respective work agenda.) Serving as an officer of the board (President or Secretary) may substitute for committee work.</li><li>• Engage fully in special meetings and events regarding fundraising, strategic planning, and development throughout the year.</li><li>• Devote a minimum amount of individual time to fundraising for the organization. Depending on your comfort and familiarity with nonprofit fundraising, participating in fundraising could include activities like signing donor thank you cards, or posting on your Facebook to advertise fundraising campaigns, or engaging major donors and foundations.</li></ul>
KEY AREAS OF IMPACT	
<i>Governance &amp; Oversight</i>	<ul style="list-style-type: none"><li>• Partner with the entire Board of Directors to select, support, and evaluate the performance of the FSM Director</li><li>• Approve and monitor the organization's programs and services</li><li>• Provide strong fiduciary oversight and financial management</li><li>• Ensure the organization's legal and ethical integrity</li></ul>

<i>Direction &amp; Strategy</i>	<ul style="list-style-type: none"> <li>• Understand thoroughly FSM’s mission, policies, programs, and needs</li> <li>• Collaborate with the full board to determine the vision and collective purpose of the organization</li> <li>• Participate in strategic and organizational planning</li> <li>• Engage in learning events to better understand the community we serve</li> </ul>
<i>Ensuring Necessary Resources</i>	<ul style="list-style-type: none"> <li>• Leverage personal connections, networks, and resources to develop collective action to achieve FSM’s mission</li> <li>• Contribute to the staff’s fundraising and resource development efforts</li> <li>• Give a meaningful personal financial donation</li> <li>• Identify personal connections that can benefit the FSM’s fundraising and reputational standing</li> <li>• Serve as an advocate and ambassador for the organization</li> </ul>
<i>Board Committee Work</i>	<ul style="list-style-type: none"> <li>• Commit time, resources, and skill to developing the FSM board, its governance, and its efficacy by engaging in a board committee</li> <li>• Develop committees based on board member interests and expertise, such as those focused on strategic planning, fundraising, community needs, financial oversight, board recruitment, volunteer engagement, and more</li> </ul>
<i>Board Assessment</i>	<ul style="list-style-type: none"> <li>• Assess board performance as the governing body of the organization</li> <li>• Monitor, create, and assess policies and procedures</li> <li>• Evaluate utilization of board member skills such as fundraising or community knowledge</li> <li>• Plan for board development and improvement</li> </ul>
<b>MINIMUM QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Proof of full COVID-19 vaccination required</li> <li>• Minimum education: High School diploma</li> <li>• Willing to comply with background check and character references</li> </ul>
<b>PREFERRED SKILLS</b>	<p>First Street Mission seeks to recruit new board members with a diverse set of experiences, including those familiar with board or nonprofit leadership roles, and first-time board members. Therefore, we will fairly consider candidates both with expertise in and those with an excitement to learn more about the following areas.</p> <ul style="list-style-type: none"> <li>• Nonprofit finance and/or fundraising</li> <li>• Homelessness and/or poverty, particularly those with lived experience</li> <li>• Social determinants of health</li> <li>• Fort Worth’s economic climate</li> <li>• Capital campaign fundraising</li> <li>• Board development and leadership</li> </ul>

*Please note: In compliance with First Street Mission’s bylaws, 75% of board members must be First United Methodist Church members.*

*However, if you are not a member of the FUMC congregation, please do not hesitate to apply for board membership. Your application will be fairly considered alongside all other candidates.*

*ADDITIONAL ROLES & RESPONSIBILITIES*

**BOARD CHAIR**

**FIRST STREET MISSION**

<b>ROLE</b>	Board Chair
<b>START DATE</b>	January 1 <sup>st</sup> , 2024
<b>PRIMARY IMPACT</b>	<p>In addition to the foundational responsibilities of a board member, the Board Chair is an elected officer of the board, responsible for leading the board and serving as the direct supervisor of FSM's Director. The position demands exceptional commitment to the organization, first-rate leadership qualities, plus strong facilitation and collaboration abilities. The Chair guides the board in setting strategy, ensuring resources, and providing oversight.</p>
<b>TIME EXPECTATIONS</b>	<p>The FSM Board Chair serves the same three year term as their fellow board members. In addition to the expected 5 hours of monthly board work expected for all board members, the Chair can anticipate an additional 3-5 hours of work per month. This consists primarily of monthly 1:1 meetings with the FSM Director, including collaboratively creating board meeting agendas, and coordinating and encouraging fellow board member activities. As an officer of the board, the Chair also chairs the board's Executive Committee.</p>
<b>OFFICER ELECTION</b>	<p>If you are interested in considering this position, please let us know during your application process for board membership. Once the new class of board members has completed orientation, the board will hold a vote to elect a new Chair.</p>

*ADDITIONAL ROLES & RESPONSIBILITIES*  
**BOARD SECRETARY**  
FIRST SREET MISSION

<b>ROLE</b>	Board Secretary
<b>START DATE</b>	January 1 <sup>st</sup> , 2024
<b>PRIMARY IMPACT</b>	In addition to the foundational responsibilities of a board member, the Board Secretary is an elected officer of the board, responsible for maintaining an accurate, timely record of the board’s work. The Secretary records and distributes board meeting notes, maintains concise and transparent board records, and collaborates with the Board Chair and FSM Director to prepare meeting materials.
<b>TIME EXPECTATIONS</b>	The FSM Board Secretary serves the same three year term as their fellow board members. In addition to the expected 5 hours of monthly board work expected for all board members, the Secretary can anticipate an additional 2 hours of work per month. This primarily consists of transcribing and editing meeting minutes and meeting with the Board Chair and/or FSM Director to prepare supplemental material. As an officer of the board, the Secretary also serves on the on the Executive Committee.
<b>OFFICER ELECTION</b>	If you are interested in considering this position, please let us know during your application process for board membership. Once the new class of board members has completed orientation, the board will hold a vote to elect a new Secretary.