Volunteer Position Description

**Title**  Board Formation and Governance Committee Member

**Importance of the position to the Franciscan Renewal Center**

Members of this committee are responsible for creating and supporting a highly effective and spiritually based, FRC Board of Directors

**Responsible to** the Chairman of the Board Formation and Governance Committee

**Definition of Duties**

- Act as a role model and exemplify Franciscan Values
- Each member takes a lead on one of our projects and participates at our meetings in the project development.

  *The following are the normal projects and examples of the work which varies from year to year:*

- **Board and Committee Recruitment**
  - Develop and execute the Board Committee recruitment process
  - Develop recruitment and orientation materials
- **Meeting Logistics**
  - Schedule meeting space with the FRC staff, making arrangements for hospitality
  - Help arrange for travel and rooms for retreat leaders
- **Board and Staff Recognition**
  - Plan and implement a formal recognition system for outgoing Board Members
  - Work with the Executive Committee to ensure there is a Board recognition of the FRC staff
- **Board Orientation and Development**
  - In collaboration with the Director of Volunteer Services, develop new orientation and on-boarding procedures
  - Activate Board Portal to maximize utilization
  - Ensure there is a Board Mentoring system
- **Communication**
  - Collaborate with the Campaign Communications Committee and the Executive Committee to improve communications between the Board, committees, community, and staff
- **Board & Committee Retreats and Training**
  - In collaboration with the Executive Committee, develop, plan, and schedule retreats and other activities for Board member growth
- **Board Evaluation**
  - Conduct formal reviews of Board meetings and how the Board is functioning and revise criteria
  - In collaboration with the Province, have all legal documents reviewed by local attorney (bylaws, articles of incorporation, etc)
- Consider making on-going personal financial gifts to support the needs of the institution and participate in board supported leadership campaigns (annual pledge – weekly offering, Renewing Lives; end of year; Capital)

**Length of Commitment**
Franciscan Renewal Center

2 years – renewable

**Time Required**
Attends approximately 6 (two) hour evening meetings and one or two Saturday retreats
Project work – 12 – 20 hours over the year

**Qualifications**
- Understand the work of a Board of Directors
- Knowledge of the programs and workings of the Casa
- Comfortable working with the computer
- Be able to articulate and uphold the rules of conduct set out in the board bylaws and policies
- Be able to work independently and on a team
- Good communication skills - ability to communicate, listen and seek other’s input
- Willing and able to commit time to the leadership of the Casa
- Diocesan Safe Environment certified

**Training Provided**
- Mentor
- FRC and Committee Orientations
- Retreats with Board
- Use of the Board Portal
- Safe Environment

**Evaluation**
Mutual evaluation annually