



Expectations of Board Members

TERM OF OFFICE

Board members are expected to serve a three-year term on the Board of Directors.

MEETING ATTENDANCE:

Board members are expected to attend all board meetings and assigned committee meetings. If you cannot attend a scheduled meeting, please leave a message at the office (435-2474). Except for July, the Board meets at 5 p.m. the first Wednesday of each month at the Literacy Green Bay office. In the case of committee meetings, please notify the appropriate chair. Board minutes are sent to all board members the Friday before a scheduled board meeting.

COMMITTEES:

Board members are expected to serve on a least one committee. Committees are where the real work of the Board happens. Depending on the committee and the project at hand, you should expect to spend one to three additional hours a month on Committee work.

Committee decisions requiring board action should be submitted for inclusion on the agenda 10 days before the board meets.

Committees should keep short written reports with copies to the office for inclusion in the board mailing. Both the executive director and board president should be notified of all committee meetings.

FUND RAISING

Board members are expected to support and participate in fund raising activities, and support the organization with a personal donation.

RECRUITMENT

Board members are expected to help recruit tutors and board members.
Board members are expected to promote the organization whenever possible.