



## **LAF Board Member Volunteer Job Description**

Retired? Just starting out. Looking to join a for-profit board? A perfect way to gain experience as a board member is to volunteer on a non-profit board!

Did you know 65% of fourth graders read at or below the basic level? Early literacy skills are vital to children's achievement.

Literacy Access Fund™ is a 501(c)(3) non-profit organization dedicated to providing financial support to community-based organizations, specifically libraries, to purchase educational technology solutions and to support education and/or literacy programs for children ages 2-12. We know children need literacy skills and access to educational technology to gain the literacy skills they need to be successful in school and in life. Literacy Access Fund supports libraries and non-profit organizations who wish to purchase digital resources and enhance their educational technology products and/or literacy programming for children.

Literacy access Fund is seeking board members to serve a term of two years and may be re-elected for up to two additional consecutive two-year terms. The position is voluntary, and directors shall receive no compensation for their services as directors or as committee members.

### **Responsibilities of Board Member:**

1. Interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
2. Participate in quarterly board meetings (approximately 1-2 hours each). Directors may participate in a meeting of the Board or a committee thereof by means of conference telephone or similar communications equipment.
3. Actively participate in fundraising activities.
4. Act in the best interests of the organization and excuse oneself from discussions and votes where there may be a conflict of interest.
5. Keep informed about what's going on in the organization. Participate in and take responsibility for making decisions on issues, policies and other board matters.
6. Review summary of grant applications and approve quarterly allocations to grantees.

7. Work in good faith with staff and other board members as partners towards achievement of the organization's goals.
8. Serve as Treasurer or Secretary at the request of the Chair.
9. Participate in discussions regarding the strategic direction of the organization.

If you are interested in applying to be a Literacy Access Fund Board Member, please submit your resume or CV, and cover letter to Deborah B. Sorgi at [sorgid@literacyaccessfund.org](mailto:sorgid@literacyaccessfund.org).