



Literacy Volunteers of Wayne County, Inc.

an accredited affiliate of ProLiteracy America

and member organization of Literacy New York

12 Canal Street, Lyons, NY 14489 • (315) 946-5333

Title:

BOARD MEMBER

Reports to: President of the Board

Function: Responsible for providing the human, fiscal, and community resources required to enable or enhance the capacity of the organization to achieve a balanced intake and support for tutors and learners. Responsible for providing the expertise and guidance required to conduct the organization's affairs, and to provide a vital link to appropriate communities when required to accomplish all the above.

Requirements: Each Director on the Board is required to:

- 1) Attend at least 2/3 of Board Meetings (typically four of six; missed meetings must be excused);
- 2) Actively serve on at least one committee by attending committee meetings and fulfilling assigned committee responsibilities;
- 3) Make telephone calls, presentations, or sell tickets at least once each year to support LVWC activities;
- 4) Attend a minimum of three special functions;
- 5) Read all correspondence sent by LVWC.

Duties:

- 1) Make a serious, long-term commitment to the cause of literacy;
- 2) Understand the goals, policies, and programs of the organization;
- 3) Attend meetings and participate in the policy-making decisions of the Board;
- 4) Participate actively on one or more of the Board's committees suited to a member's interests and skills;
- 5) Provide assistance on an individual basis to the paid staff in areas of personal expertise;
- 6) Foster the organization's approach to solving the problems of illiteracy in other spheres of influence where members have leadership responsibilities;
- 7) Take financial responsibility for the organization by overseeing revenue and expenditures and assisting with resource development.

Qualifications:

- 1) A strong concern for the functionally illiterate, the limited English proficient, or those disempowered at least partially due to functional illiteracy or limited English proficiency;
- 2) Experience and knowledge pertinent to adult education, individual or community development, or management of a business or nonprofit;
- 3) A desire to represent the residents of Wayne County or a specific community within Wayne County.