**Canopy Center**

**Board of Directors Position Description**

**Vision**

Our vision is to give every person an opportunity to have a voice in identifying and addressing their needs; and to provide social connections, to fully develop their sense of self and community.

**Mission**

Our mission is to help strengthen families and support children, teens, and adults impacted by trauma and adversity.

For more information, please see Canopy Center’s website at www.canopycenter.org.

**Summary**

Canopy Center is a non-profit organization providing three distinct programs. These programs offer support, advocacy and therapy to families with diverse backgrounds by trained staff and our extensive intern and volunteer program.

• CASA: Court-appointed Special Advocates that provide a voice for a child in court and works for each child’s safety, permanency and well-being.

• Oasis: Provides trauma-informed therapy for survivors of sexual abuse and their non-offending caregivers.

• Parent to Child: Provides family interactions evenings and weekends to help safely reunify families.

**Position**

The Board will support the work of Canopy Center and provide mission-based leadership and strategic governance. While day-to-day operations are led by Canopy Center’s executive director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Leadership, governance and oversight

* Serving as a trusted advisor to the ED as s/he develops and implements Canopy Center’s strategic plan
* Reviewing outcomes and metrics created by Canopy Center for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
* Approving Canopy Center’s annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
* Contributing to an annual performance evaluation of the ED
* Assisting the ED and board chair in identifying and recruiting other Board Members
* Partnering with the ED and other board members to ensure that board resolutions are carried out
* Serving on committees or task forces and taking on special assignments
* Representing Canopy Center to stakeholders; acting as an ambassador for the organization
* Ensuring Canopy Center’s commitment to a diverse board and staff that reflects the communities Canopy Center serves

Fundraising

Canopy Center Board Members will consider Canopy Center a philanthropic priority. Canopy Center Board Members are expected to assist in some capacity and attend fundraising events. Primary duty at events is as Canopy Center’s ambassador to all attendees.

**Board terms/participation**

Canopy Center’s Board Members will serve a two-year term and are eligible for re-appointment for additional terms. Board meetings will be held bi-monthly and committee meetings will be held in coordination with full board meetings.

**Qualifications**

This is an extraordinary opportunity for an individual who is passionate about Canopy Center’s mission and who has a track record of board leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, the nonprofit sector, and/or represent the clients of the agency. Selected Board Members may also possess specific skills important in leading a non-profit agency, such as marketing, banking, programming, and fundraising. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

* Professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
* A commitment to and understanding of Canopy Center’s beneficiaries, preferably based on experience
* Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
* Personal qualities of integrity, credibility, and a passion for improving the lives of Canopy Center’s beneficiaries
* A strong desire and interest in fundraising activities, and ability to actively assist on the Fund Development team.

Service on Canopy Center’s Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members’ duties.

**Authority**

Board members vote on all issues brought before the corporation board. As members of the assigned committees, members also are able to vote on all matters brought to their assignment committee(s).

**Indemnification**

The Board of Directors maintains insurance coverage to indemnify Board members against claims made against them in the legal discharge of their duties on behalf of the corporation.