



**POSITION TITLE:** Member, Board of Directors (Volunteer)

**TERM LENGTH:** Three years, renewable for a second term

**RESPONSIBLE TO:** Entire Board

**MEETINGS:** 4th Thursday of every month: 5:30-7:30pm

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**About Focus Points:** Focus Points Family Resource Center is a non-profit organization committed to serving low-income families in the greater northeast Denver area.

**Our Vision:** To provide families with resources and tools they need to build their future and contribute to a vibrant community.

**Our Mission:** To build better communities by strengthening families.

**Board Role:** As a collective body, the board governs the organization, assures adherence to all laws, and is accountable to the public. The board has overall responsibility for the organization and is charged with governance, fiduciary oversight, and evaluation of the Executive Director.

**General Responsibilities:**

1. Support the mission and oversee programs and services aligned with the mission. (Visit [Focus Points](#) for more information.)
2. Actively assess processes and decisions to ensure racial equity.
3. Ensure organizational effectiveness through a strategic planning process and periodic review.
4. Ensure adequate financial resources to ensure delivery of programs and services in support of the mission.
5. Approve the annual budget and provide regular financial oversight.
6. Ensure that effective operational policies are in place.
7. Assess board structure and process to fulfill the organization's mission.
8. Assure compliance with local, state, and federal laws and regulations.
9. Select appropriate successors to serve on the board and its committees.
10. Act as a goodwill ambassador for the organization.



### **Expectations of Individual Board Members:**

An individual plan will be tailored to reflect your skills and interests; there is a high expectation that you will assist with resourcing the organization through a variety of strategies. Annually, each board member is encouraged and expected to make every reasonable effort to:

- Demonstrate a commitment to communities of color, Latinx, Immigrant, Refugee, and Asylum-seeking populations.
- Contribute to anti-racist work.
- Attendance is required at 8 of the 10 monthly meetings.
- Make a meaningful annual financial contribution at year-end giving.
- Attend Lotería, our signature fundraising event.
- Attend and/or participate in Focus Points program events.
- Serve on a minimum of one committee or task force.

**Time Commitment:** Approximately 3-4 hours per month.

### **Specifically Seeking These Skills and Connections:**

- Accountant
- Physician
- Health equity knowledge and practice
- Marketing/Communications/PR
- Early Childhood Education (ECE) experience
- Adult Education experience
- Small business experience
- BIPOC or Middle Eastern background, awareness, and/or life experience
- Corporate background and/or experience

**Next Step:** To schedule an information interview to learn more about Focus Points Family Resource Center, please contact Executive Director, Jules Kelty: [jules@focuspoints.org](mailto:jules@focuspoints.org).