

**Board Member Job Description**

Project Citizenship Mission

Project Citizenship works to increase the naturalization rate for legal permanent residents in Massachusetts and beyond. Project Citizenship promotes awareness of the benefits of citizenship and works to remove obstacles and barriers to citizenship. Project Citizenship provides free services that include screening, referrals, application assistance, as well as assistance with fee waivers and disability waivers. Since 2014, Project Citizenship staff has assisted more than 6,100 permanent residents from 152 countries around the world to begin their pathway to citizenship.

For more information, visit [www.projectcitizenship.org](http://www.projectcitizenship.org).

Purpose

To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Project Citizenship so as to support the organization’s mission and needs.

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

* Organizational leadership and advisement
* Organization of the board of directors, officers, and committees
* Formulation and oversight of policies and procedures
* Financial management, including adoption and oversight of the annual budget
* Oversight of program planning and evaluation
* Personnel evaluation and staff development
* Review of organizational and programmatic reports
* Promotion of the organization
* Fundraising and outreach

Board Members share these responsibilities while acting in the interest of Project Citizenship. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

**Meetings and time commitment:**

* The board of directors meets quarterly. Meetings typically last 90 minutes.
* Committees of the board meet an average of four times per year, pending their respective work agenda.
* Board members are asked to attend no more than two special events or meetings per year, as they are determined.

**Expectations of board members:**

* Attend and participate in meetings on a regular basis, and special events as able.
* Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
* Be alert to community concerns that can be addressed by Project Citizenship mission, objectives, and programs.
* Help communicate and promote Project Citizenship mission and programs to the community.
* Become familiar with Project Citizenship finances, budget, financial resources and needs.
* Financially support Project Citizenship in a manner commensurate with one’s ability.

**Leadership, governance and oversight**

* Serving as a trusted advisor to the Executive Director as she develops and implements Project Citizenship’s strategic plan
* Reviewing outcomes and metrics created by Project Citizenship 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 Project Citizenship’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 Executive Director
* Assisting the Executive Director and board in identifying and recruiting other Board Members
* Partnering with the Executive Director and other Board Members to ensure that board resolutions are carried out
* Serving on committees or task forces and taking on special assignments
* Representing Project Citizenship to stakeholders; acting as an ambassador for the organization
* Ensuring Project Citizenship’s commitment to a diverse board and staff that reflects the communities Project Citizenship serves

**Fundraising**

Project Citizenship Board Members will consider Project Citizenship a philanthropic priority and make annual gifts that reflect that priority. So that Project Citizenship can credibly solicit contributions from foundations, organizations, and individuals, Project Citizenship expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity. The goal for Board giving is $90k per year for the Board as a whole. Board members commit to donating or raising $3k to 5k per year in donations and in solicited donations.

**Board terms/participation**

Project Citizenship’s Board Members will serve a three-year term. Board meetings will be held quarterly 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 Project Citizenship’s mission and who has a track record of board leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.  
  
Ideal candidates will have the following qualifications:

* Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
* A commitment to and understanding of Project Citizenship’s clients, 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 the immigrant communities that Project Citizenship serves

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