



Family Promise of Metro East Board of Directors Job Description

Family Promise of Metro East (FPME) is a local non profit organization working to help families in NE and SE Portland experiencing housing instability achieve sustainable independence through a community-based response.

FPME's Board of Directors is responsible for ensuring we effectively deliver on our mission and promise to families, our community, and our partners. We are a working Board of Directors, actively volunteering to launch the organization by bringing our unique skills, talents and passion for the mission to the role.

The Board of Directors responsibilities include:

- Attend all board meetings, relevant committee meetings and functions, such as special events. The Board meets monthly, on the second Monday of the month at 7pm.
- Advocate for Family Promise by becoming familiar with the organization and its mission, the activities of the organization, and the organizational structure.
- Review agendas and supporting materials prior to each board and committee meeting.
- Select the Executive Director and oversee their performance.
- Bring your skills to the work. Serve on committee(s) that speak to your interest and skill sets and offer to take on special assignments.
- Be a champion of the organization and inform others about Family Promise.
- Assist in fundraising. Make an annual financial contribution of personal significance and invite others to do the same. Promote fundraising events through personal channels and social media.
- Commit to advancing FPME's Diversity, Equity and Inclusion goals. Actively participate in DEI training and be accountable for your words and actions.
- Assist the Board in carrying out its fiduciary responsibilities. If needed, gain a basic working knowledge of the main tax laws that affect charities (e.g., Section 501(c)(3)).
- Follow all conflict of interest and confidentiality policies.
- Maintain trust in FPME by ensuring that donated funds are used for the purposes for which they were committed to fulfill the organization's mission.
- Participate in the Board's annual evaluation and planning efforts.

FPME Board Members serve a three-year, renewable term.

Interested candidates should apply by sending a resume to FPME Board Chair Beckie Lee at beckie@familypromisemetroeast.org. Board candidates will meet with the Director and at least one member of Executive Committee and all new Board Members will be approved by the full Board. If you have questions prior to applying, please feel free to reach out!