



Board of Directors Job Description & Expectations (General)

Mission: The mission of The Training Source is to provide education, training and services that promote positive economic mobility.

Position: The Board Members will support the work of The Training Source and provide mission-based leadership and strategic governance. While day-to-day operations are led by The Training Source'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 responsibilities include:

- Serving as a trusted advisor to the ED in the planning and execution of The Training Source's 5-year strategic plan;
- Reviewing outcomes and metrics created by The Training Source for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics;
- Reviewing meeting support materials prior to board and/or committee meetings;
- Approving The Training Source annual budget, audit reports, and material business decisions;
- Being informed of, and meeting all, legal and fiduciary responsibilities, including raising funds for the organization's programs;
- Contributing to the annual performance evaluation of the ED;
- Assisting the ED and board chair in identifying and recruiting qualified Board Members;
- Serving on at least one committee and taking special assignments;
- Representing The Training Source to stakeholders;
- Acting as an ambassador for the organization, cultivating beneficial relationships;
- Regularly attending full Board meetings; and
- Evaluating own and full Board performance;

Fundraising: The Training Source's Board Members will consider The Training Source a philanthropic priority and make annual gifts that reflect that priority. In order for The Training Source to credibly solicit contributions from foundations, organizations, and individuals, The Training Source expects 100% of the Board Members to make an annual contribution that is commensurate with their capacity, not just meet the minimum requirement. This includes supporting fundraising events and activities, as annual contributions include funds Board Members "give and get" from others.





Board Terms /Participation: The Training Source Board Members will serve a 3-year term to be eligible for a second 3-year term. After serving two (2) consecutive terms, Board Members must leave the board for at least one year or be re-elected for an additional term by a two-thirds majority of the full board if a vacancy exists. Generally, Board meetings will be held monthly (except summer and December) with Committee meetings being held as scheduled by Committee Members.

Qualifications: This is an extraordinary opportunity for an individual who is passionate about The Training Source's mission, has a track record of engaged leadership and is willing to contribute time, talent and treasure to the achievement of the mission. Selected Board Members will have demonstrated leadership in business, government, philanthropy, non-profit, or other sector; and experience in marketing and communications, nonprofit management, human resources, education, accounting, law / legal services, fundraising, event planning, outreach, data management, or other discipline that expands the capacity of the organization. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members

Ideal candidate will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the non-profit sector;
- A commitment to and understanding of The Training Source's programs and target markets, preferably based on experience;
- Diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals; and
- Personal qualities of integrity, credibility, and a passion for improving the lives of The Training Source's beneficiaries.

Service on The Training Source Board of Directors is without remuneration. The Training Source is Standards For Excellence® accredited for voluntary compliance with 55 standards that exemplify the highest level of ethics and accountability in the nonprofit sector; and GuideStar® Platinum rated for outstanding transparency, a distinction held by fewer than 1% of all nonprofits.

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