



Arizona's Children Association Board Member Job Description

Each member of the Arizona's Children Association (AzCA) Board plays an essential role in enabling AzCA to fulfill its mission in serving the children and families of Arizona through philanthropy, advocacy, and strategic leadership. He/she serves as a community advocate for AzCA, supporting the achievement of our services through the cultivation, solicitation, and stewardship of philanthropic support. Each member is expected to contribute to the strategic direction of the organization and to serve as a member of at least one key Board committee. Finally, each member is expected to personally contribute his or her time, talent, and financial resources to enable the organization to achieve its fundraising goals.

As a board member, I understand that to ensure the success of the agency, I must accept the following responsibilities:

Responsibility	Authority and Accountability	Individual Accountability <i>Please check which responsibilities you will commit to accomplishing each year.</i>
Leadership	Understand the mission, strategy and donor development plans	<input checked="" type="checkbox"/> I will support AzCA through regular attendance and participation at quarterly board meetings. <input checked="" type="checkbox"/> I will actively serve on the following committee(s): <ul style="list-style-type: none"> <input type="checkbox"/> Board Governance <input type="checkbox"/> Development/Marketing <input type="checkbox"/> Audit <input type="checkbox"/> Finance <input type="checkbox"/> Human Resources <input type="checkbox"/> Program
Program Knowledge	Is familiar with the variety of programs and resources available to our communities	<input checked="" type="checkbox"/> I will attend an orientation session to develop understanding of overall services. <input type="checkbox"/> I would like to visit local AzCA facility for tour of services provided.
Annual Gifts	AzCA's Goal is 100% Board Giving , regardless of the dollar amount. For the agency to be effective in its fundraising mission, I recognize it is essential that all board members show support by participating financially.	<input checked="" type="checkbox"/> I will make a personal charitable contribution to the best of my ability to ensure 100% board giving in the following way: _____ once annual gift (time frame of gift: _____) _____ monthly automatic deductions (<i>can be set up through regular Donation page on AzCA website</i>) other: _____ _____ through United Way payroll deductions dedicated to Arizona's Children <small>*reminder: up to \$400 of your donation (\$800 for couples) to AzCA may be applied to the AZ Charitable Org. dollar-for-dollar tax credit</small>
Board Development	Participate in recruitment and on-boarding of new board members so they are aware of AzCA's position, strategies and donor development plans.	<input type="checkbox"/> I am willing to serve as a mentor to newly elected board members in my region. <input type="checkbox"/> I will make recommendations for new board members, when applicable.

Fundraising	Assist staff in fundraising by helping to identify potential donors, providing introductions, cultivating, soliciting and stewarding donors, and participate in donor recognition events. * For activities listed here, we will work with your schedule availability.	<input type="checkbox"/> I will provide prospect leads/referrals to staff. <input type="checkbox"/> I am willing to call or write donors to say thank you. <input type="checkbox"/> I would like to learn more about setting up a crowdfunding online campaign. <input type="checkbox"/> I will independently cultivate those in my circle of friends towards making a gift. <input type="checkbox"/> I would like to learn about co-hosting a private cultivation or donor recognition gathering with the support of AzCA's development team. <input type="checkbox"/> I am willing to attend donor meetings with AzCA staff as needed.
Marketing / Outreach	Capably tell the AzCA story to solicit and engage donors and supporters. * For activities listed here, we will work with your schedule availability.	<input type="checkbox"/> I am willing to be a presenter/speaker on AzCA's behalf at functions/events. <input type="checkbox"/> I am willing to write a 'why I volunteer' or 'why I give' story for AzCA publication. <input type="checkbox"/> I will actively participate in AzCA social media (ex. "Like", "Share" and/or "Retweet" posts).
Corporate, Foundation, and Club Relationships	Assist staff in identifying organizations or foundations that may have an interest in making a gift and participate with staff in making proposals and presentations.	<input type="checkbox"/> I will work to identify local organizational contacts in my network and strategize action with Development team. <input type="checkbox"/> I am willing to attend business/foundation exploratory meetings with AzCA staff, as needed. <input type="checkbox"/> I will connect Development staff to my company's community relations department, if applicable.
Events	Participate in philanthropic events and provide support for event marketing and sales.	<input type="checkbox"/> I am interested in serving on ad hoc local event planning committees and/or help seek sponsorships for events. (Staff will be available to assist as desired.)
Other	Unique skills or interests	Additional skills or knowledge I can provide to staff when needed: _____ _____

Competencies Needed:

- Knowledge and commitment to Arizona's Children Association mission and organization and willingness to be an advocate for the work we do
- Solid understanding of the strategic plan and annual operating plans
- Competencies related to Committee and/or Project assignments
- Willingness to participate in events, when possible, and support Development team efforts
- Commitment to donate annually

In return, the following benefits will be provided to you:

- Education on agency services and finances
- Materials needed to support your advocacy efforts
- Networking opportunities with other community leaders
- In-kind donation documentation for AzCA-related travel expenses
- Endless appreciation for your commitment to support AZ children and families!

Board Member Printed Name

Signature

Date

Board Chair Printed Name

Board Chair Signature

Date