

## **Position Announcement Board of Trustees**

### **Background**

The Schuyler Center for Analysis and Advocacy is a statewide, nonprofit, nonpartisan organization dedicated to advancing policies that strengthen New York families and improve child wellbeing so all New York children have a fair opportunity to thrive.

### **Position Summary**

Schuyler Center is looking for Trustees to join our Board of Trustees. This is a way to meaningfully apply your skills and expertise at a thriving 152-year-old nonprofit organization. Successful candidates will be committed to Schuyler's mission to improve New York State policy in a way that benefits all New Yorkers, especially those experiencing poverty, and to advance equity.

The Schuyler Center Board of Trustees works to strengthen the organization, advancing its mission and promoting its healthy development and sustainability. The board embraces diversity, equity, and inclusion with regard to race, religion, ethnicity, age, gender, ability, and perspective. Candidates should be based in or have a connection to New York State.

Successful candidates will be motivated, well-organized team players.

Trustees are elected to serve three-year terms. The full Board of Trustees meets four times per year, twice virtually and twice in-person. Committee meetings are typically virtual.

### **Core Trustee Roles and Responsibilities**

#### *Program excellence and integrity to mission*

- Collaborate with staff to define long-term strategic direction and annual priorities
- Serve as a sounding board for ideas and messaging and engage in periodic conversations about policy campaigns and issues where feedback guides and improves the work
- Serve as ambassadors for Schuyler Center with personal and professional contacts
- Make 3-5 connections annually in order to increase funding, power, and program success

#### *Sound leadership and management*

- Hire and conduct formal annual evaluations of the CEO's performance and collaborate with the CEO to ensure the success of the work of the Schuyler Center

#### *Financial and legal integrity, soundness, and sustainability*

- Exercise fiduciary responsibility over all Schuyler Center financial and legal matters
- Provide financial oversight, including oversight of the annual budget and audit, monitoring cash flow and regular reports regarding income and expenditures
- Assure that adequate financial controls are in place

- Approve decisions regarding major financial obligations and expenditures
- Ensure the Schuyler Center operates within the requirements of all relevant laws and its own by-laws and policies

#### *Fundraising leadership*

- Contribute toward the annual 100% board contributions goal
- Actively participate, with the support of the staff, the board chair, and the Nominating and Organizational Development Committee in fundraising with emphasis on access to major donors and increase of contributions by current donors and funders
- Respond to requests to raise funds and to undertake activities in support of fundraising

#### *Highly engaged, active and functioning board*

- Fully engage in fulfilling aforementioned roles
- Regularly attend and contribute to board and committee meetings. It is expected that trustees attend a minimum of 3 out of 4 board meetings, annually
- Identify and recruit board member candidates who can bring perspective, influence, connections, wisdom, and power in support of the Schuyler Center's mission and goals
- Commit to diversity, equity, and inclusion as core principles
- Annually evaluate the board's effectiveness and make improvements
- Support the board chair in efforts to manage the fulfillment of all board roles
- Serve actively on at least one committee, e.g., Public Policy, Finance and Investment, Audit, Nominating and Organizational Development. It is expected that trustees attend at least 75% of meetings for *each* committee they serve on, annually
- Make a personal financial donation in support of Schuyler Center's fund development activities at the maximum level each trustee is individually capable. While the suggested annual donation amount is \$1,000, we understand that everyone's donation capacity is different. This contribution is not a requirement for board membership and there are other ways trustees can contribute to the organization
- Engage in other activities that could include personal outreach to current and prospective donors; writing and /or signing solicitation letters and thank you notes and organizing and/or participating in friend-raising events

#### **Compensation**

Schuyler Center Trustees are not compensated financially for their board service. Trustees can expect to gain and share leadership experience, including an understanding of nonprofit budgeting, governance, and strategic planning. Trustees often develop lasting and mutually beneficial relationships.