



Mentoring Brother 2 Brother

*To inspire and empower at-risk African American male youth from single female headed households*

## **BOARD ROLES & DESCRIPTIONS**

The Board of Directors of Mentoring Brother 2 Brother, a non-profit organization, is responsible for overseeing the mission and strategic direction of the organization and for ensuring effective governance of fiscally sound programs. As such, the Board of Directors has the following broad areas of responsibility:

### **Fiscal Responsibilities**

1. Annually review/approve the organization's budget, financial, and fundraising goals.
2. Provide financial oversight, including reviewing revenues and expenses regularly.
3. Help ensure that there are adequate financial resources to meet the organization's needs.
4. Avoid all conflicts of interest. If some exist, be transparent and notify the board.
5. Raise a minimum of \$3,500 during the fiscal year.

### **Governance Responsibilities**

1. Establish, approve, and monitor policies and procedures to ensure that the organization and its activities are organized and administered in compliance with all applicable laws.
2. Ensure legal and ethical integrity and maintain accountability.
3. Serve on at least one committee and attend and participate in meetings fully.
4. Actively recruit and orient new board members. Try to replace yourself if you leave.
5. Work to assess board performance and help improve board meetings.
6. Vote in board elections if applicable.
7. Select, monitor, appraise, advise, support, reward, and, if deemed necessary or desirable, terminate the administrators (President and Vice President). Establish and respect the roles of the administrators and board.
8. Maintain confidentiality of Board discussions, decisions, and trade secrets.
9. Ensure effective organizational strategic planning.

### **Program Oversight Responsibilities**

1. Approve major actions of the organization and major changes in activities.
2. Review program results as compared to the strategic direction and annual goals.

### **Ambassadorship Responsibilities**

1. Enhance the organization's public standing by acting as ambassadors to the community and conveying the vision and values of the organization everywhere.
2. Promote the mission and generate goodwill for the organization and its reputation; encourage support for the efforts of the administrators, volunteers, and its programs.

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3. Maintain accountability to the mentees, parents and donors of the organization.

### **Miscellaneous and Legal Responsibilities**

1. Defer all requests by the media to the board chairman or president.
2. Do all that is needed if appointed to a leadership role.
3. Avoid unnecessary risk or legal exposure. Avoid lobbying above the legal limit and don't try to influence the outcome of a candidate-centered election.

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## **BOARD MEMBER**

### **POSITION SUMMARY:**

Board Members serve as fiduciaries and strategic leaders of the organization, ensuring it fulfills its mission, maintains financial integrity, and operates in compliance with legal and ethical standards. The ideal candidate will be passionate about making a positive impact in the lives of at risk male youth and possess strong leadership skills. Time commitment: 4-6 hours per month (excludes committee assignments).

### **RESPONSIBILITIES:**

- Govern the organization in accordance with its bylaws, and applicable laws and regulations.
- Ensure compliance with legal, ethical, and governance standards.
- Be knowledgeable about Mentoring Brother 2 Brother's mission, vision, programs, and events.
- Serve as a leading ambassador of Mentoring Brother 2 Brother's mission and programs.
- Agree to a one-year board term with the option of renewal for consecutive terms.
- Regularly attend and prepare for quarterly Board meetings and committee meetings.
- Commit to professional development (one or two trainings are recommended per year).
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Serve on at least one committee and attend committee meetings.
- Make a serious commitment to participate actively in Mentoring Brother 2 Brother work.
- Prepare and approve necessary organizational policies.
- Commit to an annual philanthropic commitment as determined by the Board.
- Actively participate in fundraising for the organization.
- Participate in annual self-evaluation of the Board and personal board service.
- Participate in hiring and oversight process of the President and Vice President.
- Stay informed about Board matters, prepare for meetings, and engage in issues of importance.
- Participate in creation of strategic plan and conduct annual review of the strategic plan.
- Get to know other Board members and Mentoring Brother 2 Brother stakeholders.
- Respond to requests for feedback or decisions between meetings in a timely manner.
- Understand financial statements or commit to learning about nonprofit financial oversight.
- Maintain confidentiality and disclose potential conflicts of interest.

### **QUALIFICATIONS:**

- Interest in and willingness to support Mentoring Brother 2 Brother's goals and objectives
- Boldness for building relationships and a passion to serve the community

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- Embodies Mentoring Brother 2 Brother's five core values
- Practices servant leadership
- Sound decision-making ability
- Demonstrates a strong work ethic
- Results-driven and dependable
- Highly effective in working with others
- Commitment to open and honest communication
- Corporate networking, grant writing, fundraising, strategic planning or lived experiences
- Ability to easily use email and other technology such as cloud services
- Previous board service, a plus

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## **BOARD CHAIRMAN**

### **POSITION SUMMARY:**

The Board Chairman serves as the chief volunteer leader of the organization and is responsible for providing leadership to the Board of Directors to ensure effective governance, accountability, and strategic direction in support of the organization's mission. Time commitment: 4-5 hours per month.

### **RESPONSIBILITIES:**

- Ensure facilitation of Board meetings after developing the agenda with the President.
- Actively recruits new Board members and helps to retain current board members.
- Partner with the Board members, President, and others in achieving the organization's mission.
- Provides leadership and direction to the Mentoring Brother 2 Brother Board of Directors.
- Coordinate the annual review of the President and Vice President.
- Encourages transparent communication between all Board members.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Participates in the creation and implementation of the strategic plan.
- Ensures that timelines are met and that parties are accountable to their responsibilities within the strategic plan.
- Encourages board participation in the strategic planning process.
- Communicates as needed with committee chairs to ensure committee effectiveness.
- Discusses issues affecting the organization with the Board and any other relevant parties.
- Represents Mentoring Brother 2 Brother as an ambassador for the mission at events.
- Monitors financial planning and financial reports.
- Plays a leading role in revenue generation activities including cultivation and stewardship.
- Coordinates annual evaluation of the board and the performance of the organization.
- Appoints committee chairs and members and serves ex officio as a member of committees.

### **QUALIFICATIONS:**

- Two years of previous service on the Mentoring Brother 2 Brother board of directors
- Demonstrated leadership and governance experience
- Strong facilitation, communication, and consensus-building skills
- Ability to work collaboratively with Board members, staff, and stakeholders
- Willingness to devote the time and attention necessary to fulfill the role

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## **BOARD VICE CHAIRMAN**

### **POSITION SUMMARY:**

The Vice Chairman of the Board supports the Chairman in providing leadership to the Board of Directors and assumes the Chairman's responsibilities in their absence. The Vice Chairman plays a key role in ensuring effective governance, strategic oversight, and organizational accountability. Time commitment: 2 hours per month.

### **RESPONSIBILITIES:**

- Preside over Board meetings in the Chairman's absence.
- Reports to the Chairman.
- Assist the Chairman in leading the Board and fulfilling its governance responsibilities.
- Support the Chairman in setting meeting agendas, facilitating discussions, and guiding Board decision-making.
- Actively recruits new Board members and helps to retain current board members.
- Assist in Board development, recruitment, and performance evaluation.
- Participates in the creation and implementation of the strategic plan.
- Helps the Chairman to develop and implement office transition plans.
- Represents Mentoring Brother 2 Brother as an ambassador for the mission at events.
- Performs other responsibilities as assigned by the Board of Directors or Chairman.

### **QUALIFICATIONS:**

- One year of previous service on the Mentoring Brother 2 Brother board of directors
- Demonstrated leadership and governance experience
- Strong facilitation, communication, and consensus-building skills
- Ability to work collaboratively with Board members, staff, and stakeholders
- Willingness to devote the time and attention necessary to fulfill the role

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## **BOARD SECRETARY**

### **POSITION SUMMARY:**

The Board Secretary ensures accurate documentation and communication of the Board of Directors' activities and serves as a key custodian of the organization's records. The Secretary supports the Board in maintaining transparency, compliance, and effective governance. Time commitment: 2 hours per month.

### **RESPONSIBILITIES:**

- Record and maintain accurate minutes of Board and committee meetings.
- Ensure proper documentation and filing of corporate records, bylaws, and resolutions.
- Distribute meeting notices, agendas, and minutes to Board members in a timely manner.
- Maintain an up-to-date list of Board members and their terms.
- Ensure compliance with legal and regulatory requirements regarding record-keeping and reporting.
- Serve as a resource for Board members on governance policies and procedures.
- Assist the Chair and committees with administrative and organizational tasks as needed.

### **QUALIFICATIONS:**

- One year of previous service on the Mentoring Brother 2 Brother board of directors
- Strong organizational and attention-to-detail skills
- Effective written and verbal communication skills
- Knowledge of nonprofit governance, bylaws, and record-keeping best practices
- Willingness to devote the time and attention necessary to fulfill the role

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## **BOARD TREASURER**

### **POSITION SUMMARY:**

The Treasurer serves as the Board's primary financial steward, ensuring the organization's fiscal integrity, accountability and sustainability. The Treasurer provides oversight of financial operations and reports regularly to the Board of Directors. Time commitment: 2 hours per month.

### **RESPONSIBILITIES:**

- Oversee the organization's financial health and ensure proper financial controls.
- Monitor budgets, cash flow, and financial performance.
- Review financial reports prior to presentation to the Board by the President.
- Support the development of the annual budget in collaboration with the President.
- Ensure compliance with legal, regulatory, and ethical financial requirements.
- Oversee audits, tax filings, and other financial reporting obligations.
- Serve as Chair of the Finance Committee.
- Advise the Board on financial planning and sustainability.

### **QUALIFICATIONS:**

- One year of previous service on the Mentoring Brother 2 Brother board of directors
- Experience with budgeting, financial management, or accounting
- Ability to read and interpret financial statements
- Strong attention to detail and commitment to fiscal responsibility
- Collaborative approach to working with others
- Effective written and verbal communication skills
- Willingness to devote the time and attention necessary to fulfill the role

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## **BOARD COMMITTEE CHAIR**

### **POSITION SUMMARY:**

The Committee Chair leads a specific Board committee, ensuring that the committee fulfills its responsibilities and supports the Board and organization in achieving strategic goals. The Chair provides guidance, oversight, and coordination of the committee's work. Time commitment: 2 hours per month.

### **RESPONSIBILITIES:**

- Provide leadership and direction to the committee in alignment with the committee charter and the organization's mission.
- Reports to the Chairman.
- Leads the creation and implementation of the committee charter.
- Set meeting agendas and facilitate committee meetings.
- Ensure timely completion of committee objectives and deliverables.
- Serve as the primary liaison between the committee and the Board.
- Report committee activities, recommendations, and findings to the full Board.
- Collaborate with the President, other committees, and Board members as needed.
- Recruit committee members and encourage active participation.
- Promote accountability, transparency, and adherence to governance policies.

### **QUALIFICATIONS:**

- Strong leadership, communication, and organizational skills
- Knowledge or experience relevant to the committee's focus
- Ability to facilitate discussion, work collaboratively, and drive results
- Willingness to devote the time and attention necessary to fulfill the role

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## **BOARD COMMITTEE MEMBER**

### **POSITION SUMMARY:**

Committee Members support the work of the Board of Directors by contributing their expertise, insight, and time to advance the committee's objectives and the organization's mission. Members help ensure effective governance, oversight, and strategic decision-making. Time commitment: 2-4 hours per month.

### **RESPONSIBILITIES:**

- Operate in accordance with the Organization's bylaws, and the committee's charter.
- Review materials, provide input, and contribute to decision-making.
- Assist in carrying out the committee's work plan and objectives timely.
- Collaborate with other committee members, Board members, and President.
- Maintain confidentiality and disclose potential conflicts of interest.

### **QUALIFICATIONS:**

- Interest in and willingness to support Mentoring Brother 2 Brother's goals and objectives
- Commitment to the organization's mission, values, bylaws and policies
- Boldness for building relationships and a passion to serve the community
- Embodies Mentoring Brother 2 Brother's five core values
- Practices servant leadership
- Demonstrates a strong work ethic
- Relevant skills, knowledge, or experience applicable to the committee's focus
- Strong communication, collaboration, and problem-solving skills
- Ability to work collaboratively as part of a team and drive results
- Willingness to devote the time and attention necessary to fulfill the role

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