

VOLUNTEER LEADERSHIP POSITIONS

The restructure of Crisis Nursery's committees allows volunteers to align their skills, expertise, and passions with the needs of the Nursery. The changes offer a path for leadership growth within the organization and encourage increased engagement.

Board of Directors

Executive Committee

Audit/Finance
Committee

Resource Development Committee

Task Teams

Ambassador Program



POSITION DESCRIPTION

Board of Directors

Overview:

As a member of the Board of Directors, you assume responsibility for ensuring that Crisis Nursery fulfills its mission to prevent child abuse and neglect by providing 24-hour emergency care for children and support to strengthen families in crisis.

Member Responsibilities:

- Support and uphold the mission, values, and goals of Crisis Nursery.
- Actively participate in defining and implementing the organization's strategic vision and plans for the future.
- Support the annual development plan by securing at least \$2,500 in gifts through a variety of methods:
 - Make a financial gift of personal significance.
 - Attend and support Crisis Nursery fundraisers, including hosting a table at our largest event - the Blue Tie Gala.
- Actively participate in at least one committee, task team, or the ambassador program.
- Be familiar with the organization's bylaws, personnel policies, and other key policies guiding governance and operational practices.
- Support and become familiar with our programs.
- Be a confident ambassador for the organization.
- Assist in identifying prospective board members.
- Understand and respect Board-Staff boundaries.

Board Membership: The Board of Directors is comprised of 23 community members including the following:

- Board officers and committee chairs, which includes President, Vice President, Past President, Treasurer, Secretary, and Resource Development Chair
- Volunteers with specific expertise and skills including, but not limited to, strategic planning, finance and budgeting, fund development, and nonprofit governance

Meetings: Must be able to attend six board meetings annually occurring in August, October, December, February, April, and May on the 2nd Wednesday at 5:30pm.

Term of Appointment: Volunteers are asked to commit to one 3-year term, with the potential to serve 2 terms.



POSITION DESCRIPTION

Executive Committee

Overview:

Under the leadership of the Board President, and in collaboration with the Executive Director, members act as a steering committee for the full board to facilitate decision-making. The committee prioritizes issues, oversees policies, and ensures good governance practices.

Responsibilities:

- Conduct annual performance review for the Executive Director.
- Make performance-based salary adjustment recommendations for the Executive Director.
- Assist the Executive Director as needed in personnel-related and benefit-related issues.
- Direct and coordinate the work of committees.
- Assist board chair with coordination of agenda for board meetings.
- With Executive Director, determine long-range direction recommendations of Nursery for board determination.
- Monitor and apprise board of significant financial changes.
- Review Annual Budget prior to board presentation.
- Direct the operation of the Nursery in the absence of board meetings.
- Cultivate, recruit, screen, and recommend board member candidates.
- Review board responsibilities and monitor board attendance.
- Consider, draft, and recommend changes to the Nursery bylaws.
- Develop a slate of officers for the board.
- Prepare recommendations to the Executive committee for standing committee assignments.

Committee Membership:

The Executive Committee is comprised of the following:

- Executive Director
- President
- Vice President
- Treasurer
- Secretary
- Past President
- Resource Development Chair

Meetings: Must be able to attend monthly meetings occurring on the 1st Thursday of the month at 5pm.

Term of Appointment: Volunteers are asked to serve 1-year term.



POSITION DESCRIPTION

Audit/Finance Committee

Overview:

Under the leadership of the Board Treasurer, and in collaboration with the Director of Finance & Human Resources, members provide financial analysis, advice, and oversight of Crisis Nursery's budgeting. This includes planning, reporting, and monitoring internal controls and accountability policies.

Responsibilities:

- Review monthly operational financial reports.
- Review new annual budget preparations with Crisis Nursery staff.
- Review and recommend financial products for the security and growth of the Nursery.
- Monitor and apprise board of significant financial changes.
- Review and implement audit findings.

Committee Membership:

The Audit/Finance Committee is comprised of the following:

- Director of Human Resources & Finance
- Treasurer
- Volunteers with specific expertise and skills including, but not limited to, accounting, budgeting, human resources, investments.

Meetings: Must be able to attend at least six in-person meetings annually occurring in August, October, December, February, January, April and May on the 1st Thursday of the month at 4pm. Financials will be approved via email during off months.

Term of Appointment: Volunteers are asked to commit to a minimum of two years.



POSITION DESCRIPTION

Resource Development Committee

Overview:

Under the leadership of the Resource Development Chair, and in collaboration with the Director of Development & Communications, members develop short and long-term strategies for diversified funding and multi-channel communications. Qualified members will also make Crisis Nursery a personal charitable giving priority.

Responsibilities:

- Supports all aspects of the Resource Development Plan including creation of the plan, timeline and delivery of the plan, and execution of the plan.
- Ensures the case for support is strong, current, and mission focused.
- Expresses ideas and shares input from stakeholders.
- Motivates and trains board members and volunteers to fundraise.
- Helps to develop strategies for identifying, acquiring, cultivating, and stewarding donors.
- Recruits key volunteers with specific expertise and skills.
- Provides input on various Resource Development challenges and opportunities.
- Serves as an Ambassador of Crisis Nursery's mission.
 - Be a positive spokesperson and learn key messages.
 - Make a personal gift up to your financial ability.
 - Provide linkage with corporations and foundations or community organizations.
 - Open doors to prospects via phone calls, introductions, and scheduling visits.
 - Solicit gifts; assist with special events, donor recognition, thank you notes, etc.
- Holds discussions confidential.

Committee Membership:

The Resource Development Committee is comprised of the following:

- Director of Development & Communications
- Resource Development Chair
- Volunteers with specific expertise and skills including, but not limited to, fundraising, grant writing, corporate support, legacy giving, stewardship, communications.

Meetings: Must be able to attend at least four meetings annually occurring in August, October, January, and April on the 1st Tuesday of the month at 12pm. Email communication will be sent during off months.

Term of Appointment: Volunteers are asked to commit to a minimum of two years.



POSITION DESCRIPTION

Task Teams

Overview:

Under the leadership of the Director of Development & Communications, and in collaboration with the Marketing & Events Coordinator, task teams ensure annual fundraisers raise awareness and income to support the Resource Development Plan. Volunteers assist in the planning, promotion, and execution of event. The list below outlines specific event opportunities.

- **Touch a Truck (3-5 people)**
 - Meet with Marketing & Events Coordinator to discuss timeline and event details.
 - Pump up board and committee members to actively participate in event by soliciting sponsorships and securing donations.
 - Solicit (and possibly meet with) potential sponsors in order to meet sponsorship goal.
 - Secure venue, trucks, and volunteers.
 - Identify the best ways to market and advertise the event to the public.
 - Volunteer at event; answer questions from attendees.
 - Assist with set-up and tear-down, as needed.

- **Golf Outing (3-5 people)**
 - Meet with Marketing & Events Coordinator to discuss timeline and event details.
 - Pump up board and committee members to actively participate in event by soliciting sponsorships and golfers.
 - Solicit (and possibly meet with) potential sponsors in order to meet sponsorship goal.
 - Secure venue, food, and volunteers.
 - Identify the best ways to market and advertise the event to the public.
 - Volunteer at event; answer questions from attendees.
 - Assist with set-up and tear-down, as needed.

- **Holiday Shop (5 people)**
 - Meet with Marketing & Events Coordinator to discuss timeline and event details
 - Pump up board and committee members to fill volunteer shifts and solicit sponsorships.
 - Solicit (and possibly meet with) potential sponsors in order to meet sponsorship goal.
 - Secure venue and coordinate volunteers to shop with children.
 - Identify the best ways to market and advertise the event to the public.
 - Serve as the Store Manager (oversee operations, volunteers, greeters, cashiers) when needed.
 - Assist with set-up and tear-down, as needed

- **Wine Tasting (3-5 people)**
 - Meet with Marketing & Events Coordinator to discuss timeline and event details.
 - Pump up board and committee members to actively participate in event by soliciting and selling tickets to the event.
 - Secure venue, bottles of wine for wine pull, and volunteers.
 - Identify the best ways to market and advertise the event to the public.
 - Volunteer at event; answer questions from attendees.
 - Assist with set-up and tear-down, as needed.

- **Miles for Smiles (3-5 people)**
 - Meet with Marketing & Events Coordinator to discuss timeline and event details
 - Pump up board and community members to participate by volunteering during Race Weekend or FUNDracing.
 - Secure 10 required volunteers as part of our Charity Race Partner Agreement.
 - Identify the best ways to market and advertise the program to the public.

- **Blue Tie Gala (8-10 people)**
 - Meet with Marketing & Events Coordinator to discuss timeline and event details
 - Pump up board and committee members to get donations, solicit sponsorships, and purchase tickets.
 - Solicit (and possibly meet with) potential sponsors in order to meet sponsorship goal.
 - Secure approximately 100 silent auction baskets and 15 live auction items. Find holes in basket items; solicit items to fill those holes.
 - Come up with creative names for baskets.
 - Help with event set-up and coordination the day of the event.
 - Volunteer at event; help register, answer questions from attendees
 - Assist with set-up and tear-down, as needed

Event Task Team Membership:

Task Teams are comprised of the following:

- Marketing & Events Coordinator
- Event Chair that coordinates and communicates efforts to Resource Development Committee and Board of Directors
- Volunteers with specific expertise and skills including, but not limited to, corporate support, sponsorship solicitation, auction asks, and event logistics

Meetings: Must be able to attend at least 3-6 in person meetings to plan and prepare for event.

Term of Appointment: Volunteers are asked to commit to a minimum of two years.



POSITION DESCRIPTION

Ambassador Program

Overview:

Under the leadership of the Director of Development & Communications, ambassadors increase awareness and funds for Crisis Nursery by participating in development activities throughout the year. Serving as an extension of the Resource Development Committee, members focus on identifying, cultivating, soliciting, and stewarding current and prospective donors.

Examples of Tasks:

- Provide linkage with businesses, foundations, community organizations and clubs.
- Open doors to prospects via emails, phone calls, introductions, and visits.
- Review donor lists and indicate connections.
- Suggest new prospects to add to donor lists.
- Solicit gifts from individuals, businesses, foundations, and organizations.
- Write handwritten notes to supporters.
- Host small events with an identified purpose i.e. awareness, stewardship.
- Set up and schedule presentations in the community to create and build awareness.
- Distribute and share information through in person, digital, and print communications.
- Lend name for public relation materials and in solicitation of key prospects.

Ambassador Membership:

The Ambassador Program is comprised of the following:

- Director of Development & Communications
- Resource Development Chair
- Volunteers with specific expertise and skills including, but not limited to, fundraising, public relations, and networking.

Meetings: Flexible role - time commitment based off specific volunteer role.

Term of Appointment: Volunteers are asked to commit to a minimum of two years.