



## Junior Board Member Responsibilities and Expectations

### Leadership and Board Contribution

- Be proactive, philanthropically and professionally driven, and dedicated to contributing to the mission and goals of CARITAS
- Represent CARITAS to stakeholders and act as an ambassador for the organization
- Review the agenda and supporting materials prior to every meeting
- Participate in Board discussions during and between meetings
- Attend at least 6 of the monthly meetings; having more than 3 unexcused absences may result in dismissal from the Board
- Volunteer at a minimum of 1 CARITAS event during your term and/or sign up for a volunteer opportunity at the CARITAS Center
- Make an annual gift and find other ways to contribute to CARITAS financially throughout the year, as well as sharing giving opportunities with your network

### Effective Communication

- Familiarize yourself with the executive team's roles and know who to go to for your different needs and concerns
- Communicate appropriately during and between Board meetings while listening to the ideas of others as well
- Respond in a timely manner to all emails requiring Board consideration and approval; please be aware that not responding when a response or approval is needed assumes you agree in such situations

### Strategic Thinking and Event Planning

- Participate in the planning and organizing of all service-related events and projects
- Brainstorm, plan, and organize a new signature event unique to the Junior Board and also to Richmond
- Assist in executing CARITAS fundraising events by procuring sponsorships, donations, volunteering, marketing the event, and recruiting your network
- Review the outcomes and metrics of the impact of these events each year to ensure the performance and effectiveness
- Consider your network and utilize it to recruit future Board members
- Encourage current members with good leadership potential to run for a leadership position

**Note:** Monthly meetings are 1 hour long beginning at 6 pm unless otherwise noted. All meetings will allow for hybrid participation with in-person and call-in/virtual options.

