

Simply Living  
Board of Directors  
**Job Description and Agreement**

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Simply Living so as to support the organization's mission and needs.

Major responsibilities:

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Hiring, evaluation and development of the Director
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

Members of the board share these responsibilities while acting in the interest of Simply Living Each member is expected to make recommendations based on his or her experience and vantage point in the community.

Length of term: 2 years, no term limit.

Meetings and time commitment:

- A minimum of 8-10 hours per month of effort towards board activities is requested.
- The board of directors meets on the third Tuesday of every month from 7-9 PM.
- Board Members also attend committee and other meetings as needed.
- Board members are asked to attend no less than at least one board development event/ training per year.

Board Member Agreement:

- Attend and participate in membership gatherings, programs and fundraising events on a regular basis, as able, including A Gift to Be Simple and the Annual Meeting.
- Contribute to the financial support of the organization by either contributing or raising a minimum of \$1000 of revenue per year.
- Serve as table hosts or co-hosts for A Gift to Be Simple.
- Participate in one or more standing committees of the board or on ad-hoc committees as necessary.
- Help communicate and promote Simply Living mission and programs to the community.
- Become familiar with Simply Living's finances, budget, history and resources.
- Understand the policies and procedures of Simply Living.
- Maintain/continue Simply Living membership as financial resources allow.

*Original submission to the board by Stephanie Glass on January 18, 2011  
Approved unanimously by the board with adopted changes on February 15, 2011*