

Job Title

To Celebrate Life Board Coordinator

Reports To

Board of Directors, TCL

Selected By

Board of Directors, TCL

Status

Volunteer

Term

Three-year term with an option to be nominated and re-elected for one additional term

Purpose

Act as organizing agent for Board of Directors. This includes creating structure around seemingly undefined issues and topics that require follow up and coordination; research; creating and distributing notes from board meetings and/or board member engagement(s); working with relevant stakeholders to provide the board with the information needed to make sound decisions.

Responsibilities

- Provide administrative and project support to the TCL Board using MS Office (Word, Excel, MS Project, PowerPoint), coordinate video conferencing (Zoom). Manage scheduling with donors, partners, and grantees as needed.
- Learn and support organization's fundraising process, timing, and tools.
- Provide accurate and timely minutes of board meetings to the board of directors.
- Support, through planning and coordination, the internal communication strategy for the TCL Board and sub committees .
- Partner with a variety of individuals from other entities on behalf of the TCL Board on projects and / or on topics and issues that require follow through and resolution.

Time Commitment

Approximately 20 hours per month in addition to monthly board meeting attendance.

Board Meeting Attendance Expectations

Board attendance is directly correlated to the success of the organization. At TCL, our goal is to create and maintain a board culture that expects active participation of its directors and their ability to create productive meetings. An engaged board is one of our most valuable assets.

Qualifications

- Familiarity with and passion for TCL's vision and mission
- Computer acumen and knowledge of Microsoft Office
- Familiarity with using DropBox and similar software

If you are interested, please contact Deborah Keiser: 415.686.7931 or dpkeiser@me.com