



Mission

The mission of Downtown Languages (DTL) is to increase opportunities for immigrants and build respect and understanding across cultures by providing language, literacy, and other educational programs.

For more information, please visit DTL's website at www.downtownlanguages.org.

Benefits of Board Membership

The DTL Board of Directors invites you to join a fun and passionate team in overseeing the work of DTL and provide mission-based leadership and strategic governance. Get the satisfaction of working with an energetic and committed board team!

Position

While day-to-day operations are led by DTL's executive director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Leadership, governance and oversight

- Serving as a trusted advisor to the ED as s/he develops and implements DTL's strategic plan
- Reviewing outcomes and metrics created by DTL for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Approving DTL annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the ED
- Assisting the ED and board chair in identifying and recruiting other Board Members
- Partnering with the ED and other board members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Representing DTL to stakeholders; acting as an ambassador for the organization
- Ensuring DTL's commitment to a diverse board and staff that reflects the communities DTL serves

Fundraising

In the nonprofit sector, grant makers are more likely to support a nonprofit when all board members contribute philanthropically to its success. Thus, we hope our board members will consider DTL a philanthropic priority and make an annual contribution that is commensurate with their capacity to give.

DTL also relies on all Board Members to be responsible for raising funds and soliciting donations for the organization.

Board Terms & Time Commitment

DTL's Board Members will serve a two-year term and will be eligible for re-appointment for additional terms. Board meetings will be held at least quarterly and committee meetings will be held in coordination with full board meetings.



Qualifications

This is an extraordinary opportunity for an individual who is passionate about DTL's mission and who has a track record of service. Selected Board Members will have achieved stature in business, government, philanthropy, or the nonprofit sector. Their accomplishments will allow them to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- Professional experience with leadership accomplishments in business, government, philanthropy, or the nonprofit sector;
- Access to community and professional networks;
- Be representative of the constituencies we serve;
- Fundraising knowledge or skills and a willingness and commitment to participate in fundraising activities;
- And personal qualities of integrity, credibility, and a passion for improving the lives of DTL's beneficiaries

Service on DTL's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.

Overview of the Board Recruitment Process

1. Board candidates meet with 1 or 2 current directors on the board and the Executive Director for a screening interview.
2. Board Officer(s) and the Executive Director make a recommendation to the full Board of Directors.
3. Board of Directors will determine the placement of the prospect on the DTL Board and/or Board Committees and announce its decision to the candidate.
4. 1 or 2 current directors on the board will review the Board Orientation packet and bylaws with the candidate and answer questions.
5. The Board or Board Committee follows up with the candidate.

Thank you for your interest in serving with Downtown Languages!

Once we have reviewed your information, we will contact you to discuss your placement.