



Community Shares connects individuals across the state with the charities they care about most through workplace giving, employee engagement, and corporate social responsibility programs. Founded by local nonprofit organizations to efficiently provide new financial resources for initiatives seldom supported by mainstream funding sources and diversify and democratize workplace giving in Colorado, Community Shares has grown into a dynamic community giving fund that advocates for accessible and affordable philanthropy for all.

BOARD OF DIRECTORS: JOB DESCRIPTION AND EXPECTATIONS

PURPOSE:

Provide direction, governance, and oversight to ensure the work of the organization is aligned with our mission of connecting Coloradans to the charities and causes they care about most.

MAJOR RESPONSIBILITIES:

- Organizational leadership, vision, and strategy
- Formulation and oversight of policies and procedures
- Hiring and evaluation of the Chief Executive Officer (Led by Executive Committee)
- Review of organizational reporting including financial statements
- Serve as an ambassador in the community
- Personal financial commitment to the organization

LENGTH OF TERM:

Three years, which may be renewed up to a maximum of two consecutive terms, pending approval of the board.

MEETINGS AND TIME COMMITMENT:

The board of directors meets the 2nd Wednesday of the month from 8:30am – 10:00am during the following months of the year:

- February, April, June, August, October, November, December - the board meets every-other-month with the exception of the 4th quarter of the calendar year when it meets monthly
- Board members are asked to participate in one of five standing board committees: Leadership Development, Resource Development, Governance, Audit/Finance, and Membership; ad hoc committees as needed
- Board retreat and organization fundraising events scheduled through the year

OTHER EXPECTATIONS OF BOARD MEMBERS:

- Attend and participate in board meeting activities including reviewing all materials in advance and being accountable for any personal commitments made
- Serve as an ambassador for the organization in the community including outreach, fundraising, and introductions to start new workplace giving campaigns or corporate social responsibility services
- Use skills, talents, and experience to contribute to the organization's goals
- Be observant of external trends and events that may affect the organization; provide awareness, advice, and input
- Become familiar with Community Shares of Colorado's policies, financial position, and opportunities to contribute to financial and resource needs

PERSONAL PHILANTHROPY:

- Financially support Community Shares of Colorado in a manner commensurate with one's ability
- Board members are asked to make Community Shares a top-three philanthropic priority during their time on the board
- Community Shares offers a variety of financially accessible donation programs to match your giving needs