

Southeast Community Organization (SECO) Board Member Job Description

Part-time Volunteer (appr. 4-6 hours a month, 2 year terms)



Organization Summary

The Southeast Community Organization is a non-profit organization based on the eastside of St. Paul that works to improve the quality of life of our residents.

Our mission is to *share knowledge and power, to organize and to advocate with the people who live and work in our neighborhoods. We build leadership to seize opportunities and to work for social and racial justice.*

The SECO Board is open to anyone age 16+ and lives, works, worships or goes to school in District 1.

Why should you get involved?

SECO is similar to a neighborhood organization and we work closely with government officials to create the kind of community you want to live in. We collaborate with our neighbors to work on issues such as housing justice, transportation, youth needs, safety and policing, new businesses, fair use of parks, property use and more.

Decisions are being made daily about what happens in St. Paul. ***Your participation is one way you can ensure that your voice, and those of your family and friends are being heard.***

**You have a unique perspective --
only you can represent your family, friends and neighbors.**

Process

Submit a simple on-line application. Community members vote at our annual meeting in April, and elect residents to serve on the Board. Your monthly commitment includes attendance at a monthly board meeting (10 per year) and active volunteerism on a committee or other project. Board members are also welcome to lead their own project as long as it aligns with our mission.

Job Title: Volunteer Board Member

Term: 2 years

Location: Eastview, Conway, Battle Creek, and Highwood neighborhoods of St. Paul, MN

Salary: Unpaid – but rewarded with great experience & resume building.

Meetings: Board members are required to attend meetings on the 4th Monday evening of each month, and to participate in an additional regular committee and/or other projects that support the well-being of our community.

Primary Duties and Responsibilities

The board of directors of the SECO is legally responsible for all activities of the organization. The board sets goals, determines organizational policies, guides staff implementation of goals, provides financial oversight and approves and monitors the annual budget. Board members also participate on a committee and/or provide assistance with projects. Training is provided.

Each Board Member has the following six primary areas of responsibility:

1. Policy Administration

- Set policies, advise on annual plan, and recommend program activities.
- Approve annual budget and actively participate in financial reporting and oversight.

2. Fundraising:

Help the organization raise money by any or all of the following:

- Provide a financial contribution of any amount, and recruit others donors to do so.
- Help set fundraising goals with board and staff.
- Assist with the annual fundraising campaign (e.g., providing names of potential donors, request donations from individuals or businesses, assist with preparation, mailing, thank you notes or calls).
- Volunteer at the annual Drop-Off Day (recycling day) and other events. Assist in lining-up others who can volunteer. Drop-Off Day brings money in to the organization.
- Assist with solicitation of grants in line with strategic goals (e.g., identifying grantors, providing testimonials, identifying partners, assisting with grant writing and site visits).

3. Public and Community Relations

- Positively represent and promote the activities and mission of the SECO to the community.
- Participate in planning and staffing community-wide events sponsored by SECO and our partners.
- Abide by the organizational policy regarding the use of Board member's name in conjunction with political candidates.
- Promote, whenever possible, new interests in the goals of the organization. Clearly differentiate in public when speaking for the Council and when representing personal opinions. It is a board member's responsibility to represent the **entire** district in decision-making, not just their own interests.

4. Leadership Development

- Participate in leadership development opportunities like workshops and trainings.
- Participate in recruitment, orientation, and development of new Board Members and encourage volunteers to take on leadership roles in the organization.

5. Time Commitment

- Prepare for and attend a *minimum* of 8 Board meetings annually (3 unexcused absences shall be grounds for dismissal) and any scheduled committee meetings each month.
- Plan and participate as a volunteer in SECO events and activities (10+ hours per year).

6. Understanding Issues

- Develop a basic understanding of issues that come before the board. Ask staff for help or clarification whenever necessary. Ask questions to help deepen and broaden your understanding of issues. Share information with friends, family and neighbors.
- Board members should possess or develop the ability to be effective advocates for civic participation within their community, though Board members are not permitted to speak on behalf of SECO at any time unless given authorization to do so through the Board of Directors or the Executive Director.
- Read the newsletter that staff e-mail out each month.
- Read materials prior to meetings.
- Ask questions!

Experience and Qualifications – no previous experience needed!

- Interest in advancing the values and mission of SECO.
- Be a resident or stakeholder in our area.
- Be at least 16 years old.
- Commit to attending and participating in meetings and assisting with projects. The board meets 10 times per year on the fourth Monday of the month. One of these dates is the annual meeting, and one is board orientation.

Additional Information

Board members are not subject to term limits, but must comply with our Conflict of Interest policy (which is also mandated by the City of St. Paul.). This is shared at an orientation.

Interested? Contact the Executive Director at ED@SouthEastSide.org or (651) 578-7600 for more information and get directed to the online application.

Our goal is a board that represents the racial/ethnic, economic, and geographic diversity of our residents. We do not discriminate on the basis of race, culture, gender, sexual identity, household or citizenship status.