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Board of Directors Roles & Responsibilities

Look, Listen + Learn TV (LL+L TV) is looking for passionate individuals to join our Board of Directors. Serving on the Board is a great opportunity to gain board service experience and make a difference for kids and families in our community. Board members help us create future of racial inclusion where seeing all children succeed and live up to their full potential is the norm.

New board members are voted in every December and serve two year terms, beginning in January. However, we welcome accept applications year round through our [Board of Directors interest form](#). LL+L TV is an equal opportunity organization and encourages people of color and those who are committed to forwarding racial justice to join us.

Board of Directors Responsibilities

Responsive to law and generally accepted best practices for nonprofit Boards , the duties and responsibilities of board members include:

1. **Commit to the mission.** and work of the organization (such as reviewing and updating Bylaws and supporting a Mission Statement that clearly articulates the organization's goals, means, and primary constituents served).
2. **Actively participate** in either Impact sub-committee to oversee development of strategic plan or Development sub-committee to oversee the annual budget and fundraising.
3. **Donate a personally significant amount** to be decided annually and on an individual basis by the Board member and Development Director.
4. **Ensure adequate financial resources.** One of the Board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
5. **Enhance the organization's public standing.** The Board will consistently and clearly articulate the organization's mission, accomplishments, and goals to the public in order to garner and maximize support from the community.
6. **Protect assets and providing proper financial oversight.** The Board will assist in developing the annual budget and ensuring that proper financial controls are in place. Additionally, review the budget regularly and IRS Form 990 annually.
7. **Recruite for a sustainable and competent Board.** The Board will articulate prerequisites for Board candidates, orient new members, and periodically and comprehensively evaluate its performance.
8. **Advise on legal and ethical integrity.** The Board is asked to track and review for adherence to legal standards and ethical norms to ensure that the organization is compliant with federal, state and local requirements (such as filing an Annual Report and Renewal with the Secretary of State).
9. **Add knowledge, resources, and connections** to the development, implementation, and evaluation of key programs.
10. **Maintain awareness** of key organizational documents to fulfill responsibilities (such as the Articles of Incorporation, Bylaws, Meeting Minutes and Conflict of Interest Policy).

Board of Directors Roles

All Board Members

All Board members serve as representatives and stewards of the organization. Responsibilities include:

- Attend 2-hour Board meetings every other month and give proper notice if unable to attend
- Participate in a committee, meeting at least once per month for 1-2 hours
- Come to all meetings prepared and ready to engage
- Stay informed on organization's financial status (and investigate any gaps)
- Actively participate in fundraising and promotional events that require a board presence
- Cultivate LL+L TV supporters and donors

President

The President of the Board serves as the volunteer, chief officer of the board. Responsibilities include:

- Supervise and control all of the assets, business and affairs of the corporation
- Signs contracts, deeds, mortgages, etc
- Works with the ED to set meeting agendas
- Facilitates meetings and board decision making
- Can act as spokesperson for the organization

Vice President

The Vice President serves in the role of the President if the President is not able to perform their assigned duties (absence, illness, etc). The VP can also share some responsibilities with the President.

Secretary

The Secretary serves as the official record keeper of the organization. Responsibilities include:

- Supports preparation for Board meetings (such as sending out relevant documents)
- Keeps minutes (notes) for Board meetings (or ensures the minutes are kept and passed)
- Acts as the custodian of all corporate records and other important documents for the org
- Ensures the above documents are up to date

Treasurer

The treasurer oversees all of the organization's funds (income and expenses). Responsibilities include:

- Manages the Board's review of, and action related to, the Board's financial responsibilities
- Works with staff to develop and implement financial systems for the Board and org
- Reports regularly on key financial events, trends, concerns etc
- Can co-sign on bank accounts and sign checks
- Recommends and supports audits (if necessary)