



**University Heights Center Member of the Board of Directors
Job Description and Expectations**

Purpose

To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of University Heights Center (UHeights) to support the organization's mission and needs.

Mission Statement

UHeights promotes life-long learning, creativity, culture, community activism, and the preservation of our historic building.

Major responsibilities*

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Executive Director evaluation and organization strategic planning
- Fundraising and outreach

**Members of the board share these responsibilities while acting in the interest of UHeights. Each member is expected to make recommendations based on their experience and vantage point in the community.*

Length of term

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

Meetings and time commitment

- The board of directors meets year-round on the second Wednesday of the month, at 5:00 p.m., at UHeights. Meetings typically last one and a half hours.
- Committees of the board meet an average of once per month, pending their respective work agenda.
- Board members are encouraged to attend at least two special events or meetings per year, as they are determined.

Expectations of board members

- Attend and participate in meetings on a regular basis, and special events as possible.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by UHeights' mission, objectives, and programs.
- Help communicate and promote UHeights' mission and programs to the community.
- Become familiar with UHeights' finances, budget, and financial/resource needs.
- Board recruitment strategies and implementation.
- Understand the policies and procedures of UHeights.
- Participate in UHeights fundraising activities and make a significant financial contribution to the best of one's ability.

Interested? Email Angela Mercado, UHeights Executive Director, at angela@uheightscenter.org.