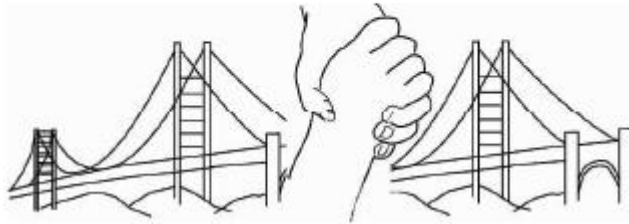


Friends of SFILSP



Friends of San Francisco Independent Living Skills Program Board Job Description 2010

Unless otherwise noted, references to “Board members” in this document is understood to include both adult and youth members of the Board of Directors.

The Friends of San Francisco Independent Living Skills Program (“Friends” or “Friends of SFILSP”) was founded in 2005 as a 501(c)3 non-profit organization. Run entirely by volunteers, the organization supplements the efforts of SFILSP, a program of the San Francisco Human Services Agency, which prepares current and emancipated foster youth for independent living.

The mission of the Friends of SFILSP is to empower youth emancipating from foster care in San Francisco to succeed in living independently. Our primary purpose is to provide scholarships for educational and vocational training and other grants for safe and stable housing as well as basic living needs. Additionally, we also provide general support for independent living and support other activities of SFILSP such as college tours and graduation celebrations.

Board members of the Friends of SFILSP dedicate themselves to the both missions of SFILSP and the Friends of SFILSP.

TIME COMMITMENT

The Friends of SFILSP meets at once a month at a time and day agreeable to a majority of the board. Additionally, the Friends also schedules one day-long working Board Retreat per year. Members are expected to attend 85% of all full board meetings (approximately 9 meetings each year). Board members are also expected to spend 2-3 hours each month additionally on committee or other board work.

COMMITTEES

Each Board member is expected to serve on at least one committee. Standing committees of the Friends of SFILSP are:

- Board Recruitment
- Finance
- Marketing
- Development (Fundraising)

Ad hoc committees (for example: Event Planning) are periodically organized to accomplish defined, time-related tasks.

TERMS

Adult Board members commit to serve a three-year term and may be reelected for a second two-year term. Members can serve beyond this five year limit at the request of the board. Youth Board members serve an 18-month term and may be reelected for a second 18-month term.

RECRUITMENT

Members are recruited with regard to their individual skills and the skills needed to make the Board effective. Diversity is sought among members in terms of ethnicity, age, gender, physical abilities, sexual orientation, class and culture. The timeline and process for recruiting board members can be reviewed the document titled "Steps to Becoming a Friend of SFILSP."

GIVING AND FUNDRAISING

Responsibility for financial support of the SFILSP is an important aspect of a Board member's role. Each adult member makes an annual financial contribution at a personally significant level, which is set at the beginning of a fiscal year. All members also participate in the annual fundraising campaign by adding names of potential donors to the Friends of SFILSP mailing list and writing personal notes on appeal letters. All Board members actively seek sources of funding and in-kind donations and will act as liaisons for securing such support when appropriate.

PUBLIC AND COMMUNITY RELATIONS

Each Board member takes the initiative to represent the organization to funders, in the community and beyond.

IMPORTANT CONCERNS

The Board seeks to maintain awareness of the cultural diversity issues that affect the Friends of SFILSP's mission and to provide opportunities for leadership development among its members.