

## **Board Member Job Description**

English At Large is a nonprofit that helps adult immigrants gain greater understanding of the English language and U.S. culture through personalized instructional programs designed to support their highest aspirations. Our learners benefit from a large network of volunteers and community partners in Greater Boston committed to their success. We envision a world in which all people have the skills, knowledge, and confidence they need to take advantage of opportunity, enrich their communities, and achieve their life goals.

Our small staff supports the efforts of more than 200 volunteers who deliver high-impact programs in 24 communities north and west of Boston. With a dedication to quality, we continuously seek to improve and expand our menu of services to meet the growing number of local immigrants who need to learn English in order to achieve their life goals and join in community life. EAL serves almost 400 adult learners each year. Our organization receives support from the communities we serve through contributions from individual donors, foundations, civic and religious groups and corporations.

As part of our Strategic Plan, EAL will actively recruit and engage new members to our Board each year. Members have the opportunity to participate as part of a true “working board”, one that directly contributes to the organization’s success in reaching its operational and strategic goals. New members receive mentorship and training and will have opportunities to connect with EAL programs, our staff and volunteers. We welcome inquiries from local individuals with diverse interests, backgrounds and experience.

### **Functions of the Board of Directors:**

- Provide fiduciary oversight and monitor the financial stability of the organization
- Monitor mission alignment and guide strategic direction
- Serve as ambassadors and represent EAL interests in the community
- Lead and support fundraising and marketing activities

### **Successful Members of the Board of Directors:**

- Become well informed about the work of the organization
- Enthusiastically join in fundraising activities
- Represent EAL in the community; initiate efforts to expand awareness of EAL’s mission and services across your personal and professional networks

### **Commitment:**

- Attend quarterly in-person board meetings, usually scheduled one year in advance
- Support and participate in EAL community engagement and volunteer appreciation events and activities; attend at least 2 events each year
- Contribute to the success of our annual online auction; actively solicit new items
- Become a financial supporter of the organization through the direct donation or personal solicitation of at least a \$1,500 annual gift

Please direct all inquiries to Maureen Willis, Executive Director, at [ed@englishatlarge.org](mailto:ed@englishatlarge.org).