

## **Advisory 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 150 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 300 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.

EAL invites current program volunteers to contribute to the continued success of our organization as an Advisory Member of our Board of Directors. Advisory board members attend in-person meetings of the Board, sharing their experience as community members and program volunteers to inform and advise the group on how best to support operational and strategic goals. Advisory Board Members serve a one-year, renewable term. Volunteers who have served with EAL in any capacity are encouraged to apply; we welcome inquiries from local individuals with diverse interests, backgrounds and experience.

### **Advisory Board Members:**

- Provide direct feedback on the volunteer experience, especially as it pertains to program quality and impact
- Share relevant news from their community that may impact our service environment
- Make introductions and foster relationships that support EAL goals
- Contribute to the success of marketing and networking activities

### **Successful Advisory Board Members will:**

- Actively participate in board discussions, sharing their experience and perspective as EAL program volunteers
- Enthusiastically promote marketing and fundraising activities
- Represent EAL in the community; serve as ambassadors for the impact of EAL programs and the contributions of our adult learners

### **Commitment:**

- Attend quarterly in-person board meetings, usually scheduled one year in advance
- Make an annual donation of at least \$500, or another amount that is meaningful to you

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