

# DIRECTOR AT LARGE POSITION DESCRIPTION

March 3, 2024



**Position Title** – Director at Large, STARS Board of Directors (Board)

**Position Type** – Volunteer (Estimated 10-12 hours per month)

**General Description – Director at Large** means any Director who does not hold an Officer position in the organization. The Board as a whole has the responsibility for governing the entire organization. The Board is responsible for determining organizational policy in the following areas: planning, finance, development, community relations, operations and human resources.

**Duties and Responsibilities** – Directors At Large may be assigned individual or shared responsibilities in any of these key areas:

## Planning

- Set and review the organization's mission and goals on an annual basis.
- Plan for the organization's future, on a long-term and short-term basis.
- Decide and plan which projects and programs the organization will provide.
- Evaluate the organization's programs and operations on a regular basis.
- Supervise hired staff and volunteers (which may include a President/Executive Director and/or Program Director)

## Finance

- Ensure financial accountability of the organization.
- Oversee an ongoing process of budget development, approval and review.
- Manage and maintain the organization's investments.

## Operations

- Monitor and evaluate program services and operations.
- Develop, update and enforce program and governance policies, as needed.

## Qualifications for the Position

- A demonstrated interest in the organization's mission and goals.
- Specific experience and/or knowledge in at least one area: human resources or personnel management, administration, planning, finance, development, community relations, programs, technology, legal, or marketing.
- A willingness to expand knowledge or Board responsibilities through orientation and ongoing training.
- A willingness to represent the organization to all communities of interest.
- Ten to twelve hours per month on average. Involvement includes Board meetings, monthly committee meetings, and special requests.
- Commitment to participation in board and committee meetings.
- Board Directors also have a tradition of participation in some program activities.

Reviewed by:

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- A willingness to fully and openly participate in Board and committee deliberations.
- Informing the Board of all actual and potential conflicts of interest relating to the general purpose and activities of the organization and to any specific issues before the Board.
- Use of personal and business relationships for Board fundraising activities (desirable but not required).
- Experience in business, government, philanthropy, or the nonprofit sector (desirable but not required);
- Interest in recruiting other well-qualified, high-performing potential Director candidates (desirable but not required).
- Leadership experience (desirable but not required).
- Experience in business, government, philanthropy, or the nonprofit sector (desirable but not required);
- A commitment to and understanding of STARS' stakeholders and constituents, preferably based on experience.

### Key Competencies

- Personal qualities of integrity, credibility, and a passion for improving the lives of STARS' customers.
- Effective oral and written communications skills to represent the organization to communities of interest and within the STARS organization.
- Planning.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse participants.

Service on STARS' Board of Directors is without remuneration, except for reimbursement for administrative support, travel, and accommodation costs in relation to Directors' duties.