- Serve a 3-year term, ideally followed by a second 2, 3, or 4-year term, if agreeable to both parties. Make Caritas of Austin one of your top 3 community service commitments and serve on no more than 2 additional Boards while serving Caritas of Austin.
- Use your professional knowledge, talents, and leadership skills to strengthen Caritas of Austin. If you are new to Board membership, external Board overview training is encouraged.
- Attend and actively participate in monthly Board and committee meetings (committing to at least 75% attendance) and any other board-related activities. Prepare in advance by reviewing the agenda and supporting materials, including evaluating metrics, performance, and outcomes.
- Each board member will **make annual financial contributions** commensurate with his or her ability to give (for Caritas to credibly solicit contributions from foundations, organizations, and individuals, 100% of board members need to make annual contributions).
- Work with the President/CEO and Deputy Director of Development to raise and solicit funds for the organization by contributing time, money, and expertise; cultivate and steward current and potential donors and connect staff to donors and contributions.
- Participate in Caritas fundraising and community events (and their planning) as you are able.
- Actively serve on at least one Board committee. Physical attendance is highly encouraged but phone or virtual participation can be arranged in advance, if necessary.
- Complete the Caritas Board orientation program. Seek to know the history, mission, purpose, core values, and activities of Caritas of Austin.
- Know, understand, and comply with the bylaws, conflict of interest, and other governance policies of Caritas of Austin.
- Be an ambassador and advocate for the mission and clients of Caritas of Austin.
- Assist in the identification and recruitment of other Board members.
- Develop relationships with other Board members, the President/CEO, and members of the executive staff.
- Serve as a trusted advisor to the President/CEO in the development and implementation of the annual budget, strategic plan, and other matters as necessary. Attend an annual all-day Board retreat establish the goals and plans for next year.
- Actively support Caritas' goals as outlined in the strategic plan.
- Contribute to the annual performance evaluation of the President/CEO and the overall Board, individually and collectively.
- Publicly support the actions taken by the Board and the President/CEO and maintain confidentiality of any Board discussions, if necessary.

Estimate of (minimal) required time commitment:

- 3 hours per month for scheduled Board and Committee meetings.
- 8 hours in September for a Board of Directors' retreat.
- 10 hours annually for various Caritas of Austin community and fundraising events.
- Other activities include, but may not be limited to: orientation, donor contact and stewardship, preparation for meetings, committee work, any volunteer hours, and Board Member socials.