



Board Job Description

Primary Responsibilities

The main responsibility of a member of the Media Literacy Now Board of Directors is to act as an advocate for the organization. The board must also ensure that the organization has the support and funds necessary to fulfill its mission. The primary governance responsibility of any Board of Directors is fiduciary, or to uphold the public trust. This means that it is the Board's duty to ensure that the rights and privileges given to the organization by the public and the government are not abused. The board must ensure that the nonprofit is doing what it is set out to do, and that its funds are spent properly. Board members are expected to be team-oriented, willing to share their ideas, and ready to take a leadership role in fundraising and development.

Terms

Each member will serve a term of two years. Terms may be renewed.

Structure

Board membership is divided into two structures: Advisory Member and Ambassador Member. Each membership structure has different levels of commitment in terms of time and yearly fiscal responsibility; However, each structure constitutes a full-fledged board member with all voting privileges thereof.

	Advisory Member	Ambassador Member
<i>Meetings</i>	In-person or conference calls (can be weekday, weekends, weekday evenings) monthly	In-person (weekends and sometimes weekday evenings) two (2) times per calendar year.
<i>Time Commitment</i>	2-4 hours per month (usually varies throughout the term); expected to assist in planning and promoting fundraisers and MLN events; volunteer to work/participate at events; serve on ad-hoc committees as necessary; and introduce new potential board members	1-2 hours per month
<i>Fiscal Responsibility</i>	We seek to have 100 percent board participation. In this category, we would like to see an amount that represents, to the individual, a meaningful commitment.	Starts at \$5000+ per year of term (funds raised through grants, corporate donations, other individual donations, etc. count toward this goal)

Duties and Expectations

All board members are expected to:

- Attend board meetings (depending on adopted board member structure)
 - Actively participate in board meetings
 - Become familiar with MLN advocacy, fundraisers, events, and finances
 - Understand and improve the policies and procedures of MLN

- Provide organizational oversight
 - Help define the strategic direction for MLN
 - Approve major organizational and policy changes
 - Review and approve annual budget
 - Ensure that the organization is operating within the requirements of a 501c3

- Support fundraising targets
 - Financially support MLN based on individual ability/adopted board structure

- Act as ambassadors for MLN
 - Keep abreast of MLN's work, history, and status
 - Help communicate and promote MLN mission and programs
 - Use personal resources and influence to increase success of fundraisers and proposals
 - Introduce potential new board members to MLN (see Recruitment below)

- Foster creativity, growth, and initiative within MLN
 - Provide and act as sounding board for new ideas
 - Provide feedback to the organization as a member of the community (be aware of how MLN is portrayed in the news, on social media, etc.)

Election of Officers

Media Literacy Now's Board of Directors will elect a President, Treasurer, and a Secretary.

Fiscal Responsibility

Each member of the Board of Directors is expected to give a personally significant donation. Ambassador members are expected to give or get a minimum donation of \$5,000.

In special circumstances this obligation can be waived by approval of the President of the Board.

Recruitment

Each member of the Board is responsible for presenting one new board member for consideration each year.