



Maryland Volunteer Lawyers Service Board Member Job Description

Position Title: Member of the Board of Directors

Length of Term: Three years (three term limit)

Reports To: Entire Board of Directors

The board of directors is legally and ethically responsible for providing oversight and governance to MVLS. To that end it:

1. Determines how the organization will carry out its mission through long and short-range planning
2. Adopts an annual budget and provides fiscal oversight
3. Recruits, orients, and develops board members, consistent with MVLS' commitment to justice, diversity, equity, and inclusion
4. Hires and evaluates the performance of the Executive Director
5. Conducts an evaluation of its performance in achieving MVLS' mission, which may include a self-evaluation as well as evaluations from staff and other third parties
6. Establishes policies and reviews and revises existing policies and procedures for the effective management of the organization

Prospective Board Member Qualifications:

- Possess leadership skills that are applicable to responsibilities of Board
- Willingness and ability to meet all of the board member responsibilities
- Willingness and ability to work effectively and collaboratively in groups with other board members and MVLS staff
- Commitment to supporting MVLS, including, but not limited to volunteering, raising awareness, and fundraising
- Experience in and/or understanding of issues affecting the communities MVLS serves
- Professionalism, time management and organizational skills
- Brings diversity to the board, which includes the spectrum of human experiences across a variety of categories, with an emphasis on historically underrepresented perspectives
- Commitment to reducing barriers to justice and willingness to advance the Board's efforts to promote justice, equity, diversity and inclusion
- Commitment to Maryland, either through residency or professional contributions

A successful board candidate would meet many, if not all, of these qualifications

Responsibilities:

- Understand and promote MVLS' mission
- Be familiar with MVLS' programs, policies, and operations

- Accept at least one pro bono case and/or participate in at least one pro bono event per year
- Attend board meetings and appropriate committee meetings
- Actively serve on at least one committee
- Review agenda and supporting documents prior to meetings
- Make an annual contribution to the organization commensurate with ability
- Participate in fund raising activities and special events, consistent with applicable conflict of interest policies
- Recruit volunteers and promote MVLS' programs
- Strictly adhere to conflict of interest policies of MVLS and applicable third-party organizations (e.g., employers of board member)
- Strictly adhere to confidentiality policies

Financial and Resource Development Expectations:

- Make an annual, charitable gift commensurate or significant according to your circumstance to the organization (in order to achieve 100% board giving). A significant gift indicates that MVLS is among your top three charitable giving priorities, and the suggested minimum gift is \$1,000. Annual giving can be divided into monthly or quarterly installments or other methods to best accommodate your giving. If the minimum gift is a barrier, please speak with the Executive Director about alternative ways to support MVLS.
- Identify and solicit sponsors for special events, in alignment with MVLS' core values and while adhering to applicable conflict of interest policies
- Identify and cultivate potential donors, in alignment with MVLS' core values and while adhering to applicable conflict of interest policies
- Support special campaigns throughout the year (i.e. Taste for Pro Bono, Celebrate Pro Bono, workplace giving, Giving Tuesday), while also adhering to applicable conflict of interest policies

Time Expectations (approximate):

- For new board members, attend new board member orientation (approx. 2 hours)
- Attend and actively participate in at least 5 of the 7 monthly board meetings (approx. 2 hours on the 3rd Wednesday of the month; no meetings in March, July, August, October, and December). In-person attendance is preferred
- Attend and actively participate in committee meetings and related work (1-5 hours per month as determined by the committee)
- Attend A Taste for Pro Bono and Celebrate Pro Bono
- Support, promote and/or attend MVLS functions such as judicial reception and CAN Happy Hours
- Attend and participate in board retreat
- Meet with Executive Director and Development Director to review board service and experience, and to determine potential donors/funders to make a case for funding the organization (approx. 2 hours annually)
- Participate in board member mentorship program (approx. 1.5 hours per quarter)

MVLS core values are teamwork, passion for MVLS' mission, commitment to clients, volunteers, and community partners, initiative and commitment to eliminate systemic barriers to justice based on race and economic disparities. Our work to end barriers to justice includes promoting the diversity of our staff and board to better reflect the communities we serve.