



Board Member Job Description Mentor North

Location: Duluth, MN and Superior, WI

Job Type: Board Member

Hours: 4-6 hrs per month

Closing Date: open until filled

Salary: N/A

Mentor North's mission is "*to celebrate youth and support their families through one-on-one mentorship and community engagement.*" Mentor North began in 2019, blossoming out of previous mentoring initiatives with a community presence for over 75 years. We currently support two community-based mentoring program initiatives: Mentor Duluth and Mentor Superior. We at Mentor North believe in the dignity of all people. We celebrate youth and families' individual stories and welcome mentors from a variety of identities and backgrounds. Our goal is to create a vibrant and inclusive mentorship community.

For more information, see our website at mentornorth.org

Board Function and Responsibilities

The Mentor North Board of Directors provides overall leadership and strategic direction for Mentor North. The Board will steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission.

Board responsibilities are outlined below:

Leadership, governance and oversight:

- Be informed and involved, actively participate in discussions and meetings, ask questions, rely on dependable sources of information, hold staff and other board members accountable
- Clearly define and articulate Mentor North's mission, accomplishments, and goals to gain support from the community and enhance the organization's public image
- Support and evaluate the Executive Director
- Set long-range goals and make strategic decisions about the organization
- Evaluate opportunities to improve and enhance Mentor North

Financial: Board members have a duty to ensure Mentor North's financial stability and accountability

- Assist in the development of and approve Mentor North's annual budget
- Review and approve monthly financial statements
- Create opportunities for donors to support Mentor North
- Ensure sound management of Mentor North's resources
- Safeguard the interests of our donors
- Contribute to fundraising events and initiatives

Mentor North invites a broad range of talented individuals to serve on our board.

Areas of contribution for the board:

The vision of the Mentor North board is to have ⅓ constituents (families/mentors), ⅓ business representation, and ⅓ stakeholders (youth serving agencies, educators, etc.). We are looking for individuals with a broad spectrum of talents including (but not limited to) program management, youth development, marketing, fundraising, legal guidance, event planning and understanding of the needs and realities of the youth and families we serve. Board members are not required to have formal background in these areas; we are seeking a diverse group of individuals who can make active contributions to the organization.

Board terms are three years, and board service requires four to six hours per month (including the monthly meeting), depending on current board projects.

Expectations for Board members:

- Regularly attend board meetings and important related meetings, with a general expectation of no more than three absences per year. Absences should be communicated in advance. Additional absences may be allowed due to extenuating circumstances and will be reviewed on a case by case basis by the Executive Committee.
- Make a commitment to participate actively in board/committee work, participating in at least one Mentor North committee
- Volunteer for and willingly accept assignments and complete them thoroughly and on time
- Stay informed about board/committee matters, prepare well for meetings and review and comment on minutes and reports
- Actively recruit and engage with board/committee members, get to know other members and build a collegial working relationship that contributes to consensus
- Participate in the board's annual evaluation and planning efforts
- Participate in fundraising for the organization. Board members will also independently focus on community outreach and mentor recruitment within their own areas of interest.

What are the benefits of being on the board?

The satisfaction of contributing to the continued success of an organization with over 75 years of experience supporting youth in the Twin Ports. Serving on our board is a special opportunity to contribute and enhance your skills while supporting the community. While not required, approval from your workplace, if applicable, is recommended for ease of engagement.

For more information, or to request an application, please email info@mentornorth.org.