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Board Member Job Description

Mission

The mission of Legal Services of the Hudson Valley (LSHV) is to provide free, high quality counsel in civil matters for individuals and families who cannot afford to pay an attorney where basic human needs are at stake.

LSHV is the only provider of comprehensive civil legal services to all seven counties of the Hudson Valley including Westchester, Putnam, Dutchess, Rockland, Orange, Ulster and Sullivan. We are the recipient of Legal Services Corporation funding for the region and provide a full array of legal services to low-income individuals and families.

The work we do each day provides justice to thousands of our neighbors who have nowhere else to turn. Our funding empowers us to: *Protect individuals from domestic violence; Defend seniors against abuse; Serve veterans on the home front; Support the rights of the disabled; Ensure that LGBTQ individuals are free from discrimination; Keep families in their homes.*

Position

The Board will support the work of LSHV and provide mission-based leadership and strategic governance. While day-to-day operations are led by LSHV's chief executive officer (CEO), the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Leadership, governance and oversight

- Serving as a trusted advisor to the CEO as s/he develops and implements LSHV's strategic plan
- Reviewing outcomes and metrics created by LSHV for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Approving LSHV's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the CEO
- Assisting the CEO and board chair in identifying and recruiting other Board Members
- Partnering with the CEO and other board members to ensure that board resolutions are carried out

- Serving on committees or task forces and taking on special assignments
- Representing LSHV to stakeholders; acting as an ambassador for the organization
- Ensuring LSHV's commitment to a diverse board and staff that reflects the communities LSHV Serves

Committees

- All board members are required to serve on at least one committee. A description of these committees can be found in our Bylaws

Fundraising

- Regardless of whether a LSHV Board Member serves on the Development Committee or not, all Board Members will consider LSHV a philanthropic priority and make annual gifts that reflect that priority
- So that LSHV can credibly solicit contributions from foundations, organizations, and individuals, LSHV expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity
- LSHV Board Members agree to meet a "Give or Get" expectation of at least \$7,500 annually, with \$1,000 of that total being a personal commitment. Raising is defined as securing at least one contribution from an organization affiliated with the Board member (i.e., your employer, a foundation you have a connection to, etc.) or a new individual or organization not already a contributor that is actively solicited by the Board member (i.e., if you invite guests to an LSHV event and they make a contribution on their own).
- Board Members should participate as a volunteer on at least one of LSHV's fundraising (i.e., Event) committee each year, and assist in a meaningful way, as to the best of their ability, with the cultivation of donors by identifying, soliciting and acknowledging contributors.

Board terms/participation

- LSHV's Board Members terms are three-years in length, and board members are eligible for re-appointment for one additional term.
- Board meetings will be held five times a year and committee meetings will be held in coordination with full board meetings and as needed.
- LSHV Board members in good standing are expected to attend in person a minimum of two. For those that cannot attend in person, conference call and video conference options to our satellite offices are available.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about LSHV's mission and who has a track record of non-profit commitment. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. Because of LSC requirements, one-third of LSHV's Board positions are reserved for former clients, with two thirds reserved for attorneys. Only two seats in total are reserved for non-clients/non-attorneys.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector – with preference given to attorneys
- A commitment to and understanding of LSHV’s clients, preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of LSHV’s clients

Service on LSHV’s Board of Directors is without remuneration.

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