



ST. STEPHEN'S

Ending Homelessness

Volunteer Board Member

ABOUT US

St. Stephen's Human Services is an innovative and collaborative nonprofit organization whose mission is to end homelessness. We progress toward this goal by providing emergency services, shelter, and housing programs for individuals and families. We meet people experiencing homelessness where they are and accompany them on their journey to safe, stable housing and a healthier life. We believe that housing is a basic human right.

St. Stephen's actively fosters an environment that is free of racism, discrimination, bias, and harassment where all individuals are treated with dignity, safety and respect.

Annual Budget: \$15 million. Learn more at ststephensmpls.org.

BOARD OVERVIEW

The Board of Directors is dedicated to guiding, overseeing, supporting and representing St. Stephen's Human Services. Board Committees, which provide recommendations to the Board of Directors, include Advocacy, Board Governance, Development, Executive, and Finance.

The Board is seeking new members with diverse backgrounds: individuals who have experienced homelessness, black, indigenous, and persons of color and/or anyone belonging to historically marginalized communities.

Terms & Participation

Directors are elected for three-year terms (all terms expire December 31). Directors may serve up to three consecutive terms. Full Board Meetings are currently scheduled every other month. Board Committees typically host their meetings in the opposite month or less frequently. The Chair, Vice Chair, Treasurer, and Secretary roles are elected for one year terms ending December 31.

ROLES & RESPONSIBILITIES

Strategic Planning

- Determine the organization's values, vision and mission.
- Participate in the planning and approval of long-term strategic plans.
- Develop fiscal policies (ex. fundraising or investing) for the organization.
- Stay informed about the organization's policies and programs, and developments in the field, by attending special events, volunteering, etc.

Oversight & Management

- Hire, support and annually evaluate the Executive Director.
- Evaluate programs.
- Approve hiring of outside auditors and financial consultants.

- Assist the Board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements and adherence to legal and ethical standards and norms.
- Follow conflict of interest and confidentiality policies.

Board Governance

- Update and follow bylaws. Manage the Board with clear policies and procedures.
- Utilize effective recruitment, nomination and election, and orientation standards and processes for Board Members and Officers. Suggest possible nominees to the Board who contribute to increased diversity on the Board and can make significant contributions to the work of the Board and organization.
- Delegate responsibilities and accountabilities to committees, as needed. Serve on committees or task forces and offer to take on special assignments.
- Evaluate Board performance and follow through on ways to strengthen the board.
- Support all major board decisions with one voice.

Budget & Fundraising

- Review and approve annual organizational budget.
- Regularly monitor financial condition.
- Assist in government, foundation, and individual fundraising.
- Make a personal financial contribution, as able.

Community Relations

- Act as ambassadors for St. Stephen's, by articulating its mission, accomplishments and goals, to inform others about the organization and gain support from the community.
- Provide inspiration and leadership.

REQUIRED QUALIFICATIONS

- Commitment to our mission of ending homelessness.
- Commitment to working toward an anti-racist community within and beyond St. Stephen's.
- Work respectfully with stakeholders who are diverse with respect to race, ethnicity, gender orientation, socio-economic status, and religion.
- Ability to prepare for and attend regularly scheduled Board Meetings, committee meetings and functions, including special events.
- Ability to put the interests of St. Stephen's Human Services' stakeholders first.
- Ability to work as a team player.
- Display a passion and interest in the issues of homelessness, poverty, and affordable housing that is consistent with the values expressed by St. Stephen's Human Services.

To apply: Please send a letter of interest and a resume (if available) to hr@ststephensmpls.org