



## Our Philosophy

Reading Works is a community-based literacy program, meaning we are not associated with a college or federally funded adult basic education program. We realize that the school model has failed many of our adult learners. We create a relaxed atmosphere where adults are treated as adults and where their experience and knowledge are respected. Reading Works sees the purpose of adult literacy instruction is to help people gain more control over their lives, and we believe that literacy experiences extend far beyond what happens in tutoring sessions.

## DIRECTOR JOB DESCRIPTION

Each member of the Board of Directors will:

- Demonstrate commitment to the mission of Reading Works;
- Act as an ambassador for Reading Works;
- Provide leadership and governance in the execution of the mission;
- Attend regularly scheduled board meetings and special strategic planning sessions;
- Be prepared for board meetings and complete tasks in a timely manner;
- Review and approve Reading Works' annual budget and monthly financial reports;
- Fundraise for the organization.
- Work on a Task Force or special project;
- Have knowledge of Reading Works' programs;
- Attend a Basic Literacy Tutor Training;
- Understand Reading Works' bylaws and written policies;
- Consider Reading Works a philanthropic priority and make a monetary donation every year. This contribution may be paid in installments and the Board Member determines how much he or she can afford to give.

Estimated average time commitment per month: 4 to 8 hours.

Reading Works purchases Directors and Officers Insurance.

## **TASK FORCE DESCRIPTIONS**

Task forces develop goals and action plans. Board members serve as task force leaders and are responsible for recruiting volunteers to do specific tasks to fulfill the action plans. The task force leader manages and monitors the volunteers. Task force leaders present a written report to the Board of Directors.

Task forces are active when there are a sufficient number of board members to lead the task forces.

### **FUNDRAISING**

The fundraising task force oversees development and implementation fundraising activities (i.e. sponsorships, special events, online donations, and direct mailing, etc.). The task force also covers donor management and new donor acquisition activities (i.e. donor appreciation events, thank banks, etc.).

### **GRANTS**

The grants task force is responsible for raising funds through grants which includes researching grant opportunities and writing grant applications. The Grants task force leader confers with staff on programming needs.

### **OUTREACH SPEAKERS BUREAU**

The outreach speakers bureau task force is responsible for creating a speaker's bureau whose goals are to educate the community about literacy and Reading Works, motivate the community to support Reading Works, and recruit volunteers.

### **BOARD DEVELOPMENT**

The board development task force strengthens the Board of Directors: identifies needed board member skills, recruits board members, interviews prospective board members, makes recommendations to the Board of Directors regarding applicants to the Board.