



Girls Mentor Girls, Inc.

Girls Mentor Girls is a non-profit 501c3 organization that empowers Black and Latinx cisgender and self-identified girls between the ages of 12 and 18 to create a boundless future for themselves and their communities. We create opportunities for our members to embark on a voyage of self-discovery and self-determination through peer mentorship and community connections, and provide brave spaces where they are empowered to build strong supportive relationships, overcome adversity, and become leaders in their community and beyond.

Girls Mentor Girls is in the process of expanding our board of directors. We are seeking to fill the following positions:

Vice-Chair

Secretary

Asst. Secretary

Treasurer

Assistant Treasurer

Community Liaison

Community Liaison Mentor Shadow

Public Relations Director

Public Relations Mentor Shadow

Grant Manager

Non-Board Position Grant Writer

Fundraising Director

Fundraising Mentor Shadow

Please see the attachment for detailed descriptions and responsibilities associated with the above positions. In addition to the responsibilities listed in the attachment, board members are expected to commit to a one year term of service which includes participation in monthly board meetings, quarterly fundraisers, and meeting a fiscal responsibility of raising/donating \$300 annually.

If you are interested in being considered for one of the positions please submit the following:

1. Letter of interest stating the position(s) that you would like to be considered for and why.
2. Your current resume/ curriculum vitae

Please submit the above to [keishacoxlcsw@gmail.com](mailto:keishacoxlcsw@gmail.com)

## GMG Board Member Titles - Descriptions

### **Board Chair**

The Board Chair is responsible for maintaining focus on what is best for the organization. They facilitate good board leadership and governance and set the tone for the meetings. Working collaboratively with the CEO or Executive Director, the Board Chair molds the board's culture and work

Responsibilities:

- Motivate other members to actively participate in and attend meetings
- Ensure the actions taken are in line with the organization's bylaws, goals, and mission
- Serve as a primary point of contact for the organization's key executives and staff members
- Plan and facilitate monthly Board meeting agendas

### **Vice-Chair**

The Vice Chair generally offers support for the board chair and other leadership when needed. They should possess similar qualifications as the current presiding officer. They'll be able to step up whenever need-be

Responsibilities:

- Assists the board chair in the execution of their duties (see above)
- Supports the Chair with planning monthly Board meeting agendas
- Facilitates board meetings in absence of the Chair; co-facilitates Board meetings at the request of the Chair
- Supports ensuring activities suggested by board members align with the mission and vision of GMG, Inc.
- Prepares to assume the office of the board chair

### **Secretary**

The Secretary is responsible for recording all of the minutes of the board of directors meetings. Maintains records of committee meetings and other important documents of the organization. The secretary of the organization must be detail-oriented and have excellent organizational skills.

Responsibilities:

- Record minutes and roll calls at meetings.
- Schedule board meetings & calendar invites and reminders to board members of upcoming meetings.
- Keeps copies of the organizations bylaws and the Board's policy statements.
- Keeps list of board officers, mentors, and mentees names and contact information/
- Make sure that there is a quorum at meetings in order for motions or decisions to be made.

### **Assistant Secretary shadow/mentee**

The role of the assistant secretary /mentee is to work closely in partnership with the board's secretary. Attend board meetings in the absence of the secretary and record minutes accordingly.

Responsibilities:

- Create calendar invites and assist the board secretary in sending reminders as needed.
- Sends out updates to mentors/ mentees in collaboration with the board secretary.

### **Treasurer**

The role of the treasurer is to manage or oversee the management of the financial affairs of the organization. The Treasurer typically acts as an information and reference point for the Chair and other committee members: clarifying financial implications of proposals; confirming legal requirements; outlining the current financial status; and retrieving relevant documentation.

Responsibilities:

- General financial oversight
- Financial planning and budgeting
- Financial reporting
- Banking, book keeping and record keeping
- Control of fixed assets

### **Assistant Treasurer**

The assistant treasurer assists the treasurer in the direction and management of the organization's treasury activities.

Responsibilities:

- Monitors cash received in a business.
- Keeps a cash book with updates on revenue, payments and debts.
- Reviews the assets and liabilities of a business to determine the cash requirements, and assists the treasurer in preparing a budget.

### **Community Liaison**

The role of the community liaison is to manage communication between the public and organizations such as schools, libraries, and other community based organizations.

The community liaison develops and foster partnerships and creates outreach opportunities and visibility for the organization.

Responsibilities:

- Develop and maintain new partnerships for the organization.
- Work with other community organizations to develop educational and training opportunities for mentors/ mentees.
- Work with the chair & vice chair in responding to community complaints or concerns.
- Work closely with the community liaison mentee.
- Assist the public relations committee in writing press releases or organization communication as needed.

### **Community Liaison Mentor Shadow**

The role of the Community Liaison shadow/mentee will be to closely work in partnership with the community liaison and attend meetings and lead outreach efforts in the absence of the community liaison lead person.

Responsibilities:

- Maintains a database of community contacts and sends out communication on a regular basis.
- Plan outreach events and opportunities with the community liaison.
- Meets with mentors to identify potential outreach opportunities or areas in which GMG should be connecting with.

### **Public Relations Director (social media and website)**

#### **Public Relations Director Mentor Shadow**

The Public relations director manages the creation of marketing messages that positively raise the public image of the organization. They ensure that the organization's content is consistent, well timed, and newsworthy.

Responsibilities

- Manages and updates all GMG, Inc social media platforms (Instagram, Twitter, Facebook)
- Generates content for social media platforms and the website that promotes GMG, Inc, and expands its social media presence
- Collects and edits content from Founder and Board Members to ensure high-quality, consistency in language and image, and alignment with the mission and vision of GMG, Inc
- Manages and maintains GMG, Inc website, ensuring information is current and relevant, and formatted in a way that is user-friendly
- Strategize ways to increase social media presence and shares platform and site visit metrics with board on a regular basis (as determined by the Board)

### **Grant Manager**

The Grant Manager ensures that all grants are executed with fidelity to the guidelines set forth in each grant received. They also maintain the records that are required by the entities awarding the grants, and work alongside the treasurer to maintain financial records for all grants awarded to the organization

Responsibilities:

- Monitor program budgets and expenditure and coordinate with Program manger and ensure effective program
- Maintain records of all payments, manage all change requests and perform research on all grant issues and prepare monthly records for all grant related activities
- Administer grant records and evaluate financial reports to analyze all annual progress and perform review on grant expenditure
- Collaborate with staff and board members; prepare internal reports for the same, and submit status reports to seniors as required.
- Evaluate all budgets and analyze all costs according to budget and ensure work within appropriate deadline
- Maintain and document spreadsheets for all billings and prepare appropriate reports for cost allocation.

**Fundraising Director (Fundraising & Event Planning)**

The Fundraising Director is responsible for creating a fundraising plan to ensure the organization is fully funded for the services it provides.

Responsibilities:

- Works with a committee to plan and organize fundraising activities
- Focuses on raising the amount of funds needed to meet the organization's budget
- Strategizes ways to create both short-term and long-term funding streams for the organization
- Donor outreach and management of a donor database
- Presents reports on proposed fundraising activities at board meetings for approval

**Fundraising Mentor Shadow**

The role of the Fundraising Mentor Shadow will be to closely work in partnership with the Fundraising Director on planning fundraising events and managing individual/corporate donors.

Responsibilities:

- Attend meetings in the absence of the Fundraising Director
- Assist with event planning
- Assist with donor outreach and database management

**Non-Board Position Grant Writer**

The role of the grant writer will be to look for funding opportunities for Girls Mentor Girls and to gather the documentation for such requirements and prepare the proposals needed/aligned for grants on behalf of the organization.

Responsibilities:

- Prepares proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals.
- Researches funding opportunities and presents the proposed grants to the board of directors.
- Coordinates requirements with contributors and contributes proposal status information to be reviewed at meetings.

**Grant Writer Mentor Shadow**

The role of the grant writer mentor shadow will work closely with the grant writer and support them with the grant writer's duties

Responsibilities:

- Assist with preparing proposals and writing drafts
- Assist with researching funding opportunities and preparing presentations to the board