



A Motivating Love

Position Description

Duties of Assistant Executive Director

Position: Voting Member of the Board

Responsible to: Executive Director

Skills:

- Ability to work as part of a team
- Visionary
- Planning Ability
- Strong Communicator
- Knowledge of A Motivating Love
- Active Volunteer
- Self-Aware
- Connected in Community
- Ability to Analyze and Take Risks
- True Commitment to A Motivating Love
- Good Facilitator
- Networking Ability
- Ability to Conduct a Meeting
- Able to work effectively under pressure to meet tight deadlines and goals

Time Commitment: Approx 30 hours per month for 2 years for Board responsibilities. Additional time may be required for other volunteer roles taken on during term of Board service.

Responsibilities

- Commit to the mission and work of A Motivating Love
- Serve on a task force or committee
- Oversee another dept, Director(s), intern and/or admin for assistance
- Attend regularly scheduled board meetings
- Support of events and programs
- Promote the organization in the community
- Chairs board meetings in the absence of the Chair
- Meets regularly with ED to discuss next steps and work of the Board
- Along with ED recruits new members of the Board
- Oversees day-to-day operations to support the growth and add to the bottom line
- Organization strategic planning and goal-setting
- Oversees Sponsorship & fundraising ideas, implementing events and fundraising activities
- Use organization email, signature and G-suite products assigned to organization

Evaluation: Self and by the Executive Director and Board, semi-annually