



## Board of Directors Position Description

[SparkPath](#) (formerly Success Beyond the Classroom) is a 501(c)(3) non-profit organization that provides enrichment programming to K-12 schools in the seven-county metropolitan area of Minneapolis/St. Paul. Our mission is to create powerful learning experiences that challenge students to explore their interests, discover new perspectives, connect with professionals in the community, and visualize their success beyond the classroom. SparkPath presents its programs in collaboration with [BrightWorks](#) (formerly Metro ECSU), one of the nine Minnesota Service Cooperatives.

The Board of Directors is legally and ethically responsible for all activities of SparkPath. To that end, it:

1. Determines how the organization will carry out its mission through long and short-range planning
2. Adopts an annual budget and provides fiscal oversight
3. Recruits, orients, and develops board members
4. Evaluates its performance and overall performance of the organization in achieving its mission
5. Establishes policies for the effective management of the organization

### Responsibilities:

- Understand and promote the organization's mission
- Be familiar with the organization's programs, policies, and operations
- Attend board meetings and appropriate committee meetings
- Act as a fiduciary in review of financial statements
- Actively serve on at least one committee and/or offer to take on special assignments
- Review agenda and supporting documents prior to meetings
- Make an annual financial contribution to the organization commensurate with ability (in order to achieve 100% board giving)
- Identify and cultivate potential donors and volunteers
- Participate in fundraising activities, special events, and SparkPath programs
- Review and approve major policies and procedures (ongoing)
- Review and approve the organization's budget (annually)
- Provide candid and constructive criticism, advice, and commentary
- Strictly adhere to conflict of interest and confidentiality policies

### Time Commitment (good faith effort expected):

- Attend and actively participate in board meetings (5 board meetings per year, Wednesday evenings, 2 hours in length, and a summer board retreat in July - 4 hours in length)
- Meet with potential donors and volunteers to build relationships and generate support for the organization (8 hours annually)
- Attend and actively participate in committee meetings and related work, on an as-needed basis (1-3 hours per month as determined by the respective committee)
- Attend events such as fundraisers, outreach, and/or SparkPath programs (2 per year)

### Length of Term:

- Three years