



West Valley Community Services Board of Director Job description

AGENCY OVERVIEW

West Valley Community Services (WVCS) is a well-respected nonprofit community-based agency that has been providing direct assistance and referral services to vulnerable residents of the West Valley communities of Santa Clara County for almost 50 years. The mission of West Valley Community Services is to unite the community to fight hunger and homelessness. Our work is guided by the vision of a community where every person has food on the table and every person has a roof over their head.

Our services are food market, homeless services, affordable housing, emergency financial assistance, family support programs, case management on site in Cupertino and via mobile pantry (Park-it Market) outreach to over 4,000 clients this past year from the west valley communities of Cupertino, Los Gatos, Monte Sereno, Saratoga, West San Jose, and the unincorporated mountain regions.

Over the past three years, WVCS has grown its operating budget from approximately \$4 Million to over \$8 Million. We have an endowment of just over \$1 Million. Funding for the organization comes from a variety of sources.

WVCS has proven itself to be a resilient organization over the past three years while dealing with the impact of the pandemic, the cost of doing business increase, and the effects of economic downturns. During this period, we completed a successful capital campaign raising approximately \$2 Million, enabling us to remodel our main facility, creating room for the ever-growing staff and a newly expanded market. We also launched the Park-it Market, our mobile food pantry, which takes our food and case management services to some of our most vulnerable residents in the community. The Park-it Market currently serves over nine locations, including the community colleges of De Anza and West Valley, Santa Cruz Mountain communities, and several school locations with high needs. Current staffing includes 35 positions, 12 Boards of Directors, and more than 125 volunteers.

For more detailed information on the organization, programs, accomplishments, and upcoming events, visit our website at www.wvcommunityservices.org.

The purpose of the position of Board Member, together with other members of the Board, is to be responsible for determining WVCS' policy, developing the annual budget, and determining, monitoring, and evaluating overall agency goals.

Board Key Roles¹:

- Ensuring that WVCS operates within its adopted by-laws; acting on proposed revisions to the by-laws; recommending policies that determine the purpose, governing principles, functions, and activities of WVCS; and setting short and long-term goals.
- Approving and monitoring WVCS' finances under the fiscal policies; creating the financial climate for fulfilling the agency's purpose through fundraising activities; authorizing and approving the annual audit; approving all expenditures exceeding the amount allocated in the approved budget; and

¹ <https://www.compasspoint.org/board-cafe/compasspoint-board-model-governance-and-support>

supervising the management of surplus funds to invest them in a manner that is both safe and prudent for WVCS.

- Approving and overseeing the personnel policy of WVCS; annually evaluating the Executive Director; participating in the recruitment and development of the Board of Directors, advisory, and committee members; and approving the annual salary schedule and ensuring that it is competitive with similar nonprofit organizations.
- Regularly monitoring the activities of WVCS; participating in strategic planning and evaluation; seeking opportunities for WVCS to develop and/or participate in community resources; and recruiting volunteers.
- Furthering the goals of diversity, equity, and inclusion by promoting and embracing policies, language, and behavior that enables all individuals to perform to the best of their ability.

BOARD KEY RESPONSIBILITIES

Directors have two basic legal duties to the organization: a **duty of care** and **loyalty**. Directors must carry out their responsibilities in good faith, in a manner that such director believes to be in the corporation's best interests, and with such care, including reasonable inquiry, as an ordinarily prudent person in a similar position would use under similar circumstances. The **duty of care** requires that directors be reasonably informed about the organization's activities, participate in decisions, and do so in good faith and with the care of an ordinarily prudent person in similar circumstances. The **duty of loyalty** requires directors to exercise their power in the organization's interest and not in their interest or the interest of another entity, particularly one with a formal relationship. In practice, directors carry out this duty by disclosing any conflicts of interest, adhering to the organization's conflicts of interest policy, and disclosing confidential information about the organization.

ABOUT WVCS BOARD

The Board meets monthly from 4:30-6 pm on the third Tuesday. Board terms are three years, beginning July 1st. We have a two-term limit; however, a former Board member may be elected again after a year off. Currently, we have 12 board members. Our by-laws specify membership of 7 – 21 members. We strive to have a diverse board representing business and community organizations, individuals, and representatives from each community we serve in the West Valley. We have four standing committees—Fundraising & Outreach (with a focus on fundraising and community relations), Finance, Governance (with a focus on board recruitment, management, and training), and Executive (comprised of the board officers and the chairs of each committee) - and board members select a committee that appeals most to them.

BOARD COMMITMENT

- Have a demonstrated interest in WVCS' mission, vision, and impact goals.
- Be sensitive to the needs and customs of the diverse groups of people WVCS works with and serves.
- Participate in Board orientation and training activities.
- Be willing to attend all Board meetings and serve on at least one committee.
- Make an annual gift of personal significance to support WVCS by ensuring the donation represents the top charitable investment you will make that year.
- Solicit sponsorship and participate in fundraising activities, as WVCS benefits the most from unrestricted donations from Board members and community partners.
- Be a table host or sponsor at Chefs of Compassion, our annual fundraiser.
- Share the story of WVCS with friends and colleagues.
- Attend and Participate in WVCS community events and special programs.