



Make a difference

Board of Directors

Mission: Highland Park Community Early Learning Center (HP Community) offers high-quality, affordable care and early education to all children in the community. All children deserve to thrive.

The Board of Directors supports HP Community by providing mission-based leadership and strategic governance in partnership with the Executive Director, who leads day-to-day operations of the center. Community's Board Members will serve a three-year term with eligibility to be elected by the Board for one additional term.

Specific Board Member responsibilities include:

- Partnering with the Executive Director and other board members to develop and implement HP Community's strategic plan and operating plans
- Contributing time (up to 10 hours/month), financial support, expertise, and other resources to HP Community
- Approving HP Community's annual budget; reviewing financial statements, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Advocating the views of HP Community in order to secure funding, legislation, and other support for the organization; representing Community to stakeholders; acting as an ambassador for the organization
- Building working relationships with other board members that contribute to a respectful, productive work environment
- Reviewing agenda and supporting materials prior to monthly board and committee meetings, attending and actively participating in all meetings; serving on committees or task forces and taking on special assignments, which may include additional ad hoc meetings
- Contributing to annual performance evaluations of the Executive Director, the board as a whole, and themselves
- Assisting the Executive Director and Board in identifying and recruiting other Board Members; ensuring HP Community's commitment to a diverse board and staff that reflects the community we serve

Fundraising: Board Members are expected to consider HP Community a philanthropic priority. It is expected that 100 percent of Board Members make an annual contribution, so that HP Community can credibly solicit contributions from foundations, corporations, organizations, and individuals.

Qualifications: Ideal candidates will have one of the following qualifications:

- Passion for HP Community's mission
- Demonstrated leadership in business, government, philanthropy, or the nonprofit sector.
- Commitment to, and understanding of, HP Community's programs, students, and families, preferably based on experience
- Personal integrity, credibility, and dedication for improving the lives of all who make up our community.

Service on HP Community's Board of Directors is without remuneration.