



Board of Directors Board Member

About Gender Spectrum

Gender Spectrum is a non-profit founded in 2006. We are a national leader focused on addressing issues related to children, youth and gender diversity, with a mission to create a gender-inclusive world for all. To accomplish this, we help families, professionals and organizations increase understandings of gender and consider the implications that evolving views have for each of us.

Board Structure

Gender Spectrum is undergoing a search to grow its Board of Directors to 5 members, which is currently the limit set for the Board of Directors under the organization's existing by-laws. Potential new members will be identified and screened by the Chair of the Board of Directors and the Interim Executive Director, and elected to the Board by a majority of the current board members.

Directors serve a three-year term, which can be renewed for a second three-year term if agreed upon by the full board. Anyone may serve on the Board, but Gender Spectrum strives to identify individuals with a deep connection to its mission and work and who directly represent the communities impacted by our work. (Please see Gender Spectrum's Board Needs Assessment for the list of those communities.)

Though physically located in the San Francisco Bay Area, Gender Spectrum is a national organization and seeks new board members from across the country.

The sole office on the Board is that of Chair, and there are, at present, no standing or ad-hoc committees, though the Board may, upon a vote, as outlined in the organizational by-laws, create standing or ad-hoc committees for the purposes of implementing board decisions and on which it may be expected that members of the Board of Directors serve.

Organizational Structure

Gender Spectrum has 8 program employees who work across three departments – Professional Development, Family Services, and Online Programming – and 3 administrative employees – Executive Director, Operations Manager, and Development Manager – who oversee (in the case of the Executive Director) and support (in the cases of the Operations and Development Managers) the



work of the programs, as well as support the work of the Board of Directors in its oversight of the organization.

Board Meetings

The Gender Spectrum Board of Directors will meet on a schedule to be determined by the Chair of the Board, in consultation with the Executive Director and other board members, but shall be no less than 4 times annually. Board meetings will be held at Gender Spectrum's offices in Emeryville, CA, but may be attended via phone or Zoom for those members of the Board of Directors who do not reside in the Bay Area. Attendance, in person or via Zoom, at all board meetings is expected. Board members who are unable to attend a meeting will be expected to communicate their inability to attend to the Board Chair and Executive Director in advance of the meeting, and to stay current with all minutes and issues being addressed. All decisions reached by the board will be made by a majority vote at any meeting at which a quorum is present.

Board Roles and Responsibilities

- 1) Each individual board member commits to support the mission of Gender Spectrum, and thus should fully understand it. It is the board's responsibility to review the mission statement periodically for accuracy and validity.
- 2) The Board of Directors selects and oversees the Executive Director, engaging in an annual process to evaluate the Executive Director's performance, as it relates to the performance of the organization overall.
- 3) The Board of Directors will ensure effective organizational planning, including reviewing and approving annual programmatic goals and budgets, and reviewing and approving the organization's annual budget. At least once during your term, you will likely be asked to participate in a longer-term strategic planning process to set the organization's overall direction for the next 3 to 5 years.
- 4) As part of the organizational planning process, the Board of Directors will determine, monitor, and strengthen the organization's programs and services by determining which programs are the most consistent with an organization's mission, and monitoring their effectiveness.



- 5) The Board of Directors is expected to ensure that Gender Spectrum has the appropriate resources to fulfill its mission. This expectation will include:
 - a. Making an annual gift to Gender Spectrum of an amount that you determine represents a significant investment for you.
 - b. Being willing, when asked by the Executive Director or Development Manager, to introduce Gender Spectrum to individuals or organizations in your personal and professional networks.
 - c. Meeting quarterly with the Executive Director and/or the Development Manager to identify additional ways you can support Gender Spectrum (i.e. attending a meeting with a potential funder to share why you are committed to Gender Spectrum).
 - d. Attending special events and fundraisers Gender Spectrum may host.
 - e. Following Gender Spectrum on any social media platforms that you use, and reposting Gender Spectrum's social media content.
- 6) Gender Spectrum's Board of Directors will manage donated funds to fulfill the organization's mission.
- 7) Members of Gender Spectrum's Board of Directors will enhance the organization's public standing clearly articulating the organization's mission, accomplishments, and goals to the public, and by at all times representing Gender Spectrum in the community in a manner that redounds to the benefit of the organization.
- 8) Gender Spectrum's Board of Directors will ensure legal and ethical integrity and maintain organizational accountability. This includes, but may not be limited to, solid financial internal controls, personnel policies, grievance procedures, and a clear delegation to the Executive Director of hiring and managing employees. The board will adhere to provisions of the organization's bylaws and articles of incorporation at all times.
- 9) Members of Gender Spectrum's Board of Directors will help recruit and orient new board members and assess board performance. Members will suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- 10) The Board of Directors will review and approve board meeting minutes. Members will review meeting agendas and all supporting materials prior to board and committee meetings.
- 11) Members of the Board of Directors will also be expected to participate in any board retreats or trainings.



- 12) Members of the Board of Directors will be expected to have a respectful and supportive working relationship with the Executive Director and all other members of the staff, and follow policies and procedures in respect to channels of communication, and refrain from making special requests of the staff.
- 13) Members will contribute to making board service a satisfying and rewarding experience for all who sit on and work with the Board of Directors.

Board members can expect to devote 4 to 6 hours per month to Gender Spectrum-related activities. Gender Spectrum carries liability insurance for all directors and officers.

Personal Characteristics of an Effective Board Member

- ✓ Ability to listen, analyze, think clearly and creatively, work well with individual people and groups.
- ✓ Willingness to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
- ✓ Willingness to develop certain skills if you do not already possess them, such as to cultivate and solicit funds; cultivate and recruit board members and other volunteers; read and understand financial statements; and learn more about the substantive program area of the organization.
- ✓ Possess: honesty, sensitivity to and tolerance of differing views; a friendly, responsive, and patient approach, community-building skills; personal integrity; a developed sense of values; concern for your nonprofit's development; a sense of humor.
- ✓ A commitment to diversity, equity, and inclusion, and a willingness to facilitate Gender Spectrum's transition to include a deeper racial justice/DEI perspective throughout our organization.