



Call for Nominations for Girls Write Now Board Chair and for Board of Directors

Dear Colleagues:

The Girls Write Now Board Development Committee (BDC) seeks individuals to serve on the Girls Write Now (GWN) Board of Directors commencing **December 2015**. This is an extraordinary opportunity for accomplished leaders who are passionate about the mission and impact of Girls Write Now.

Our Board of Directors is currently comprised of 16 committed women leaders from publishing, finance, law, education, and other sectors. Girls Write Now seeks to further expand our Board leadership and is looking to our community and network to help identify members for the **Board of Directors**, including **Board Chair**, to join our team.

Founded 17 years ago, Girls Write Now is New York's first and only writing and mentoring organization for girls, and one of the nation's top after school programs, distinguished twice by the White House, and in 2014 by the Nonprofit Excellence Awards as one of New York City's top ten nonprofits. Our girls—93% high need and 94% girls of color—have won hundreds of awards and 100% of our seniors go on to college.

Girls Write Now's three-year strategic plan launches in December 2015 and will be a key area of focus for the incoming Board Chair and Board Members.

At this critical juncture, the BDC seeks to identify candidates with expertise or background in some or all of following areas:

- **Fundraising** – ability to motivate and drive board fundraising as well as provide access to philanthropic networks, which includes assisting staff in the development of an inaugural major gifts program.
- **Nonprofit Board Governance** – leadership experience serving on or supporting nonprofit boards either as staff or as a board member, with expertise in guiding and mentoring during a growth period.
- **Strategic Growth** – experience serving as staff or as a board member for a nonprofit that has experienced a high-growth period.
- **Diversity** – experience and/or strong interest in developing our board in ways that reflect the diversity of the community GWN serves.

In addition to considering current Board members for the Board Chair role, the BDC will conduct a broad search for candidates for Board Chair and other Board of Director roles.

To self-nominate or to nominate a candidate, please complete and return the attached nomination form, along with the candidate's resume and/or bio. **The deadline is September 30, 2015.**

To assist you through this process we have included: *the 1) Nomination Process & Timeline; 2) Board Chair & Board Member Job Descriptions; 3) Online Application Form.*

If you have further questions, please feel free to contact me at boardaffairs@girlswritenow.org.

Thank you for participating in this important process.

Sincerely,
Gloria Jacobs

Chair, Board Development Committee

cc: Board Development Committee & Maya Nussbaum, Executive Director

(1) Call for Nominations: Girls Write Now Board Chair & Board of Directors– Process & Timeline

July through September 2015: During this time, the Board Development Committee (BDC) issues the formal call for candidates and receives applications (both internal and external). This document serves as the official call for candidates. Please read the qualifications carefully. The more closely a candidate meets the qualifications, the greater the chance of being nominated for either position.

October thru November 2015: During this time, the BDC will review the applications and ultimately select individuals for nomination. After an initial review, the committee will interview applicants in October/November and conduct the necessary due diligence to assess applications.

December 2015: At the Annual Board Meeting in early December, the BDC will submit a slate of candidates for voting by the full Board of Directors.

(2) Call for Nominations: Job Descriptions

Board of Directors:

The Board supports the work of Girls Write Now (GWN) and provide mission-based leadership and strategic governance. While day-to-day operations are led by GWN's Executive Director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

- Providing leadership, governance, and oversight
- Being a trusted advisor to the ED as she develops and implements GWN's strategic plan
- Representing GWN to stakeholders; acting as an ambassador for the organization
- Reviewing outcomes and metrics created by GWN for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to Board and Committee meetings
- Helping to generate annual revenue by engaging individual and institutional philanthropic networks; identifying and cultivating donors
- Approving GWN's annual budget, audit reports, and material business decisions; being informed of and meeting all legal and fiduciary responsibilities
- Assisting the ED and Board Development Committee in identifying and recruiting other Board members
- Partnering with the ED and other Board members to ensure that Board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Ensuring GWN's commitment to a diverse Board that reflects the communities GWN serves
- Personally treating GWN as a top philanthropic priority reflected in an annual financial gift and fundraising actively to your networks so that GWN can credibly solicit contributions from foundations, organizations, and individuals

Board Chair:

As a partner to the Executive Director (ED) and other Board members, the Board Chair will provide leadership to Girls Write Now as it embarks on its three-year strategic plan. The Board Chair will support and sustain the work of GWN, and provide leadership in governance and support for strategic fundraising. The Board Chair will have the responsibilities listed for all board members, as well as specific Board Chair responsibilities, which include:

- Managing relationships and communicating with: funders, partners, and other stakeholders
- Planning, presiding over and facilitating Board and Committee meetings; partnering with the Executive Director to ensure that Board resolutions are carried out
- In collaboration with the ED, generating substantial annual revenue and fostering GWN's overall financial health either directly and/or by engaging philanthropic networks

- Identifying, qualifying, cultivating, soliciting, and stewarding major individual donors, corporate, and/or foundation gifts
- Ensuring that 100 percent of GWN's Board members make an annual contribution that is commensurate with their capacity
- Periodically consulting with Board members on their roles and helping them assess their performance
- Coordinating an annual performance evaluation of the ED
- Personally treating GWN as a top philanthropic priority (top two in philanthropic giving) reflected in an annual financial gift

Board Chair & Board of Directors Qualifications:

Both board membership and board leadership are extraordinary opportunities for women who are passionate about the success of GWN's mission and bring a blend of skills and experience that can help drive the organization towards its goals. The selected Board Chair and Board of Directors should have deep experience in business, government, philanthropy, and/or the nonprofit sector as well as a willingness and ability to attract other well-qualified, committed Board members.

Additionally, ideal candidates will have many of the following qualifications:

- Demonstrated success as a nonprofit Board member or Board Officer with specific expertise in board development, training, and governance
- Credibility in the funding community that has resulted in major gifts to a nonprofit
- An individual record of philanthropic giving
- A commitment to and understanding of GWN's mission, operations, and beneficiaries
- Experience working in or advising organizations that have scaled and/or managed a successful strategic plan
- Diplomatic skills and an affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Excellent written and oral communication skills coupled with an affinity for public speaking
- Ability to understand and analyze nonprofit budgets and financial statements
- A reputation for integrity, credibility, and passion

Board Terms & Time Commitment for Board of Directors:

- The Board member initial term is three years, with reelection for up to four consecutive two-year terms
- Physical attendance at four board meetings per year
- Membership in one committee, which meets a minimum of four times per year
- Physical attendance at annual Board Member Engagement Meeting
- Physical attendance at GWN community events, a minimum of two per year
- In addition to these formal requirements, Board members are called upon to lend their expertise and their networks and to assist with various projects, when possible, throughout the year
- Service on GWN's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board members' duties

Board Terms & Time Commitment for Board Chair (in addition to the above):

- The Board Chair Officer position is one year with reelection for up to four additional consecutive one-year terms
- Biweekly meetings occur (either in-person or via phone) with the ED and Board Chair
- Note: **Please see the Board application for further guidelines and details about commitments**

(3) Call for Nominations: GWN Board Chair & Board of Directors Application

- Thank you for your interest in Girls Write Now. Please complete the following online application: <https://girlswritenow.formstack.com/forms/gwn2015boardofdirectorsapplication>
- Girls Write Now's deadline is **September 30, 2015**
- As part of the application, you will be asked to include your resume or biographical sketch (PDF or Word Document)
- If you have any questions related to the application please email boardaffairs@girlswritenow.org