



**Benefits Law Center**  
Social Security Advocacy

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### **BOARD MEMBER POSITION DESCRIPTION**

BLC is a specialty legal services provider that delivers Social Security advocacy to people with disabilities who are homeless or low-income. The Board of Directors that governs and supports BLC consists of 4-13 people who want to make a difference in the lives of low-income people in our community by ensuring access to economic and medical stability despite any physical or mental health barriers.

We are looking for new board members who are interested in making a difference in King County by helping to govern a highly effective non-profit that makes a life changing impact in the lives of community members. Currently, our strategic plan employs three strategies to achieve the overall goal of expanding BLC capacity to deliver on the mission. These goals are: (1) increasing opportunities for financial investment; (2) increasing support for people who make investments of time to BLC; and (3) improve our communication strategies.

Board terms last for two years. There are no limits on the number of terms a board member can serve.

#### **BLC Board Members Govern BLC**

The BLC Board of Directors is the governing body of BLC and is responsible for managing the affairs of the corporation. BLC operates its powers through resolutions and acts of the Board. The Board is responsible for setting overall priorities and ensuring that resources are used wisely in pursuit of the organization's mission. The BLC board may delegate certain of its responsibilities to committees and officers of the Board, but it retains ultimate responsibility for BLC. To carry out the responsibilities, the BLC Board carries out the following duties:

- Determining mission and purpose, overall strategies and priorities, and policies;
- Monitoring program performance and impact;
- Overseeing compliance with laws and regulations;
- Overseeing fulfillment of contractual obligations;
- Safeguarding assets from misuse, and ensuring maximum use of resources;
- Financial oversight;
- Selecting/monitoring/evaluating/terminating the executive director; and
- Approving a fundraising strategy and monitoring its effectiveness.

Attending regular bi-monthly board meetings allows directors to govern BLC with care, in good faith, and in the interests of the corporation. These meetings are the forum for the BLC Board to make decision. The BLC Board functions as a group decision making body. No one director speaks on behalf of the board or acts for the board outside of a meeting unless it is requested and authorized by the board as a whole. Some officers and committee chairs may have implicit authority to perform certain routine tasks associated with that

particular role. Where this is the case, the position description will make that expectation clear.

### **BLC Board Members Support BLC**

In addition to governing BLC, the board of directors also lends support to the organization in the following ways:

- Embrace and be a champion of the mission of BLC;
- Attend and participate in bi-monthly board meetings;
- Contribute to BLC's fundraising success in a personally significant way (such as making a financial contribution, volunteering at fundraising events, making business contacts for the organization, soliciting cash and non-cash contributions, etc.);
- Assist staff in raising funds;
- Act as ambassadors to the community on behalf of BLC and our clients;
- Assist with volunteer recruitment;
- Advise staff in areas of expertise, act as a sounding board for executive director and other executive staff; and
- Lending names and personal credibility to the organization.

When fulfilling these support-related functions, board members may be working with, and taking direction from, BLC staff members.

Interested candidates should send a letter of interest to [huy@benefitslawcenter.org](mailto:huy@benefitslawcenter.org) or contact Huy Nguyen by telephone at 206-686-7252 x104.