



# Board Member Roles & Responsibilities

## Mariposa Kids Board of Directors

Mariposa Kids' mission is to support and inspire children's natural curiosity and independence through free play during their out-of-school time. Our organization envisions vibrant communities that support the social-emotional growth of all children through friendship and play. The role of our Board of Directors is to uphold and promote our mission, vision, and values and each Board Member acts as a steward of this work. This is done through fiduciary, legal, and ethical oversight of the organization to ensure that the organization does the best work possible in pursuit of its goals.

### **ABOUT MARIPOSA KIDS**

Mariposa Kids is the main and only program of The Kids' Co-Op, Inc., a registered 501c3 non-profit in San Francisco. The organization began in 2007 as a co-op preschool in the Mission. As time passed, our founders partnered with another local preschool organization to run preschool operations onsite while the Mariposa Kids Community Project (Mariposa Kids) was conceptualized as an after-school program with holiday and summer camps for kids ages 5-11.

On an annual basis, Mariposa Kids serves approximately 40 children in our After-School Program, 25 children weekly in our summer camps, and provides care on select public holidays at our Clubhouse at the James Rolph Jr. Park & Playground. Our program, based on the three pillars of safe space, free play, and community, allows children to choose the activities they participate in both indoors and outdoors with daily activities planned by the program team.

### **BOARD ROLE & RESPONSIBILITIES**

- Interpret and communicate the organization's work and values to the community, represent the organization, and act as a spokesperson
- Join a committee
- Attend at least 75% of board meetings, committee meetings, and special events.
- Actively participate in helping to develop resources for the organization
- Stay informed about what is going on in the organization.
- Participate in and take responsibility for making decisions on issues, policies and other board matters
- Support, empower, advise, and oversee the work of the Executive Director, their performance, and conduct a hiring process for the role as needed.
- Work in good faith with staff and other board members as partners towards achievement of our goals.



## **BOARD MEETINGS**

Mariposa Kids' Board of Directors meets monthly - typically the second Tuesday of the month from 6:30pm - 8pm via Zoom. Additional meetings may be called as needed.

Board members unable to attend a meeting must communicate their absence to the Board Chair and Executive Director in advance of the meeting. Board packets are shared before board meetings and all board members are expected to read them thoroughly whether or not they are able to attend a meeting. The Board will make decisions as long as a quorum is present.

## **BOARD COMMITMENT**

A board member serves a term of two (2) years and can serve multiple terms upon a majority board approval vote, subject to organizational bylaws.

Board Members spend an average of 3-4 hours a month on board work including the time required to attend committee meetings, board meetings, community events, and reading supplementary materials for board activities.

## **QUALIFICATIONS**

The Board works to balance the skill sets of individual members to meet the overall needs of the Board and organization. The Board strives to be a diverse and inclusive part of the organization.

### ***Required:***

- Demonstrated ability to exercise a leadership and governance role and understanding of the Board's role as a policy-making and governance body
- Ability to collaborate with other Board members and school leadership
- Ability to communicate clearly and effectively ideas and concepts with civility
- Ability to work with a diverse group of individuals who may hold different views
- Ability to maintain a governance role and to delegate responsibility for the administration of the organization to the Executive Director
- Ability to practice cultural humility while working with diverse community of constituents
- Excellent analytical skills
- Commitment to public service and public education

### ***Ideally:***

- Knowledgeable about current issues and best practices in education and childcare in SF, including current and proposed local, state and federal legislation, as well as current research and policy initiatives across the country
- Knowledge of and experience in strategic planning, policy development, principles of board governance, and financial oversight



**TO APPLY**

Complete our application form and email your resume to [ryan@sfmariposakids.com](mailto:ryan@sfmariposakids.com)

Applicants participate in interviews with members of the Board and the Executive Director and will be asked to visit the Clubhouse while programming is in progress. Applicants must be approved by the Board and upon approval, they will begin their term as outlined by the Board.