



Board of Directors, Chair

Key Requirements

Commitment to Books Are Wings Mission and Vision:

The mission of Books Are Wings is “putting free books in the hands of children.”

Our vision: “Books Are Wings seeks to provide every child with regular access to books. BAW works to engage students in their classrooms, at school functions, community events, and playgrounds. We believe that offering books to children in different environments instills a consistent message that reading is not just school work- it’s a way of life!”

For more information, visit our website at <https://www.booksarewings.org>

Key Board Chair Responsibilities

Leading the Board:

The Chair leads the Board and ensures its effective governance, strategic direction and overall effectiveness. The Chair presides over Board meetings, develops meeting agendas in consultation with Executive Director and Committee Chairs, facilitates Board discussions, coordinates individual Board member assignments, and ensures the board functions effectively as a unit. The Chair acts as the primary liaison between the Board and the organization’s leadership, ensuring the Board fulfills its fiduciary and other responsibilities and embodies the organization’s core values. The Chair serves as an e-officio member on all Books Are Wings committees and attends the Finance, Governance and Advancement Committee meetings a minimum of 1-2x per quarter for each committee.

Strategic Oversight:

The Chair helps the Board develop and implement the organization’s strategic plan, ensuring it aligns with the mission, vision and goals.

Governance and Compliance:

The Chair ensures the board adheres to legal and ethical standards, including those related to fiduciary duties, conflict of interest, and compliance with laws and regulations. In coordination with the Executive Director, negotiates, signs, and delivers Books Are Wings contracts, which are approved by the Board. The chair reviews the annual financial compilation report and Form 990, prepared by the organization's Accountant, along with the Finance Committee, Treasurer and Executive Director. The Chair or Treasurer is authorized to sign the annual financial compilation, Form 990 and W-9 Form, and oversees the distribution of Books Are Wings funds, issuing checks in the name of Books Are Wings as needed and, along with the Treasurer, authorizes checks greater than \$5,000. The Chair supports the Treasurer with financial duties in the event of their absence.

Relationship Management:

The Chair cultivates relationships with board members, the Executive Director, staff, donors, and other key stakeholders. Represents the Board, and may speak to the media and the community on behalf of the Board.

Communication:

The Chair keeps the Board informed about the organization's performance, challenges, and opportunities, and communicates effectively with the public and media.

Performance Evaluation:

The Chair leads or participates in the performance evaluation of the Executive Director, ensuring accountability and continuous improvement. The Chair coordinates a comprehensive Board self-assessment every couple of years.

Succession Planning:

The Chair works with the Governance Committee in identifying and preparing future Board leadership, and as needed, recruits Board/Committee members and volunteers.

Fundraising and Development:

The Chair actively participates in fundraising efforts and helps develop the Organization's financial strategy.

Performs other duties as prescribed by the Board.

How to Apply:

Please send your resume and cover letter to Books Are Wings Governance Committee at jsmith@booksarewing.org for consideration. We would also appreciate your completing our **Interest to Serve Form**.