



JEWISH FAMILY SERVICE OF LACKAWANNA COUNTY

615 Jefferson Avenue, Suite 204, Scranton, PA 18510
Phone: (570) 344-1186 Fax: (570) 344-7641 E-Mail: info@jfsolackawanna.org

Member of the Board of Directors

Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Jewish Family Service of Lackawanna County so as to support the organization's mission and needs.

Optional – Mission or purpose statement: Established in 1915, Jewish Family Service is a human service organization, which reflects the Jewish tradition of caring and compassion for all people in need. Through professional counseling and educational programming, our services seek to enhance and strengthen the quality of individual, family and community life.

*Major responsibilities:

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

**Members of the board share these responsibilities while acting in the interest of Jewish Family Service. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of term: Three years, which may be renewed for one consecutive term, pending approval of the board.

Meetings and time commitment:

- The board of directors meets September through June on the third Wednesday of the month, 12:00 p.m., at the lower level Joint Conference Room, Room 101, 615 Jefferson Ave., Scranton, PA 18510. Meetings typically last 60 minutes.
- Committees of the board meet an average of one to four times per year, pending their respective work agenda.
- Board members are asked to attend special events or meetings, as they are determined.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by Jewish Family Service mission, objectives, and programs.
- Help communicate and promote Jewish Family Service's mission and programs to the community.
- Become familiar with Jewish Family Service finances, budget, and financial/resource needs.
- Understand the policies and procedures of Jewish Family Service.
- Financially support Jewish Family Service in a manner commensurate with one's ability and be a member in good standing of Jewish Family Service, the United Way of Lackawanna County and the Jewish Federation of Northeastern Pennsylvania.