Director-at-Large

Governance Director

About the job:

The Emerson Avenue Community Garden Club at Orville Wright Engineering & Design Magnet is a community garden space built and maintained 100% by volunteers. The garden offers a sustainable, organic green space for gardening and enrichment. We are looking for an individual to join our dedicated team of Board of Directors volunteers. If you love dealing with regulations of rules, standards and operations, and how these components are regulated and held accountable, consider making a difference by serving as our Governance Director and an EACGC Board Member.

**The Commitment:** EACGC’s Board of Directors meets monthly: approximately 2 hours for the meeting and 1 hour to prepare the Governance Director board report and read other Directors’ board reports for the meeting. This position may also require approximately 10-20 hours per month on top of monthly Board meetings depending upon selected projects. As a Board member, you are encouraged to enlist Committee Chairs to assist in Garden goals assigned to your area of responsibility.

**The Governance Director on the EACGC Board of Directors will:**

- Oversee and periodically review the overall governance framework of EACGC and update, if necessary
- Maintain the Joint Use Agreement and negotiations with LAUSD
- Ensure efficient decision making and standards of conduct are supportive of EACGC objectives
- Ensure compliance by bylaws and policies and procedures of EACGC
  - Oversee the Gardening Policies and Standards Committee (GPS) which is responsible for maintaining Gardening Guidelines and member compliance
- Have the ability to establish guidelines, tools, expectations of ongoing development and new programs
- Have oversight in strategic planning for EACGC
  - Assist the Nominating Committee with recruitment and succession planning
- Manage legal and insurance matters for EACGC
- Prepare monthly report to the Board

**Who You Are:** You are a good communicator who is tactful, impartial, objective and approachable. You are willing to learn more about our organization and serve as an active advocate and ambassador for EACGC. You have experience in corporate operations, good judgment and ability to read situations and render equitable solutions, knowledge of non-profit organizations and an understanding of voluntary and community organizations. You are also approachable, open-minded; good leader with excellent management skills, detailed oriented and have a fantastic sense of humor! **Strong delegation skills will serve you well because the Director's job is considerable. Don’t have all of the described skills? If you have a desire to learn, we’ll help you.** Last but not least, you have strong values in the areas of organic gardening and ethical behaviors, personal integrity and concern for our nonprofit’s development.

*Please note: To qualify as a Board Member you must meet the following requirements:*
- Been a dues paying member of EACGC for 1 year
- Have attended one or more board meetings in the past 2 years prior to being on the Board
- Have met the 24 hour service commitment in the previous calendar year
- Have served on a committee, or have special skills needed to support the garden