

## **CUP Call for Board Members**

CUP is looking for people interested in joining our Board of Directors! We are currently considering individuals who have expertise in the fields of Financial Management, Product & Media Distribution, and Nonprofit Management and Human Resources.

### **New Board Positions**

#### 1. Board Member with expertise in Financial Management to:

- Work with the ED to develop annual operating budget
- Review quarterly and annual financial statements to monitor adherence to budget
- Report on finances to full Board in formats accessible to all Board members
- Create, approve, and update financial controls and accountability
- Work with Board Treasurer to assist in financial oversight

#### 2. Board Member with expertise in Product & Media Distribution to:

- Help CUP identify opportunities to increase the scale of product sales and distribution, both locally and nationally
- Help provide strategic guidance on developing relationships and pursuing opportunities for distribution of CUP products and fee-for-service work in targeted markets, particularly education

#### 3. Board Member with expertise in Nonprofit Management and Human Resources to:

- Help CUP continue to develop its organizational capacity
- Work with ED to continue to develop human resources capacity, identify short and long-term HR priorities and implementation strategies
- Work with Board Internal Committee to identify short and long term goals around areas in need of development
- Help CUP examine and strengthen its evaluation processes & deepen professional development experiences for staff

**Interested candidates should submit a letter of interest and current resume to [info@welcometocup.org](mailto:info@welcometocup.org). The deadline is May 1st, 2016 at 5pm. No calls please.**

CUP is committed to addressing issues of inequity in our work and as such we seek board members from historically under-represented communities, including people of color, immigrants, LGBTQ, and disabled candidates.

More information about CUP and board responsibilities is available on the following pages.

## **About CUP**

The Center for Urban Pedagogy (CUP) is a nonprofit organization that uses the power of design and art to increase meaningful civic engagement. CUP collaborates with designers, educators, advocates, students, and communities to make educational tools that demystify complex policy and planning issues.

We believe that increasing understanding of how these systems work is the first step to better, more equitable, and more diverse community participation. CUP projects are collaborations of art and design professionals, community based advocates and policymakers, and our staff. Together we take on complex issues—from the juvenile justice system to zoning law to food access—and break them down into simple, accessible, visual explanations.

The tools we create are used by organizers and educators all over New York City and beyond to help their constituents better advocate for their own community needs.

For more information, see CUP's website at [welcometocup.org](http://welcometocup.org).

## **The Board of Directors**

The Board supports the work of CUP and provides mission based leadership and strategic governance. While day-to-day operations are led by CUP's Executive Director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Service on CUP's Board is without remuneration.

Board Member responsibilities include:

### **Leadership, governance and oversight**

- Serving as a trusted advisor to the ED as s/he develops and implements CUP's strategic plan
- Reviewing outcomes and metrics created by CUP for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics
- Approving CUP's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to annual performance evaluation of ED
- Assisting the ED and Board Chair in identifying and recruiting other Board Members;
- Partnering with the ED and other Board Members to ensure that Board resolutions are carried out
- Serving on at least one designated committee or task force, and taking on special assignments
- Representing CUP to stakeholders; acting as an ambassador for the organization
- Ensuring CUP's commitment to a diverse board and staff that reflects the communities CUP serves
- Reviewing agenda and supporting materials prior to board and committee meetings

**Fundraising**

CUP Board Members will consider CUP a philanthropic priority and make annual gifts that reflect that priority. So that CUP can credibly solicit contributions from foundations, organizations and individuals, CUP expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity. Each Board Member is expected to give or raise a minimum of \$1,000 per year.

**Board terms/participation**

CUP's Board Members serve a three-year term and are eligible for re-appointment for additional terms. Board meetings are held quarterly and committee meetings are held in coordination with full board meetings. Board members are expected to attend a minimum of 3 of 4 annual meetings. Board members are asked to attend at least 6 CUP events per year.

**Qualifications**

This is an extraordinary opportunity for an individual who is passionate about CUP's mission and who has a track record of board work or related activities. His/her accomplishments will allow him/her to attract other well-qualified, high performing Board Members.

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Ideal candidates will have the following qualifications:

- Professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- A commitment to and understanding of CUP's beneficiaries and partners, preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of CUP's beneficiaries and partners