



ERIE NEIGHBORHOOD HOUSE

ASSOCIATE BOARD JOB DESCRIPTION

About Erie Neighborhood House

Since 1870, Erie Neighborhood House has been an agent of hope and change to immigrant and low-income communities in Chicago, enabling children to develop to their full potential and families to meet the challenges of poverty and build brighter futures. Erie House's mission is to empower our community—Latinx immigrants alongside individuals and families of all backgrounds—through education, access to critical services and advocacy, working together to create a just and inclusive society.

Associate Board Description

The purpose of the Erie Associate Board is to secure philanthropic support through fundraising activities and to raise awareness for Erie Neighborhood House to further the mission of the agency. Associate Board members serve as ambassadors for Erie House and should be able to knowledgeably speak about the organization and its impact on the community.

Members will provide support to the organization by fundraising through Associate Board events, individual donations, in-kind gift solicitation and corporate support. Additionally, members will help identify new individuals and institutions that can support Erie House. All members will work closely with Erie House's Development and Communications staff to keep well informed on Erie House and Board matters and meet the Board's goals.

Associate Board Member Responsibilities and Expectations:

- Serve a minimum of 2 years on the Associate Board.
- Attend the majority of scheduled board meetings per year in person; the full board meets bi-monthly on the first Tuesday from 6:00pm-7:30pm, and more often as needed prior to events.
- Actively participate in one of the board committees which include Events, Fundraising, Membership, and Communications; meeting dates and times will vary by committee.
- Members are expected to complete assignments and follow-up on progress as needed.
- Commit to an annual board fundraising goal as determined by Erie Neighborhood House and the Associate Board.
- Make a personal commitment of \$10 per month (or \$120 annually) to Erie Neighborhood House's *Futuro Fund* monthly donor program.
- Commit to raise additional financial support to meet the associate board's annual fundraising goal.
- Plan, implement and attend Associate Board fundraisers and participate in other Erie House events throughout the year. Members are expected to purchase two tickets to EAB fundraisers.
- Participate in at least one Volunteer event with the Associate Board at Erie Neighborhood House.
- Promote Erie Neighborhood House within your networks to raise additional support for the agency.