



Board of Directors Position Description

STEM Library Lab is seeking new members for our Board of Directors. This role will provide strategic guidance to the organization, and we are seeking creative, mission-driven individuals ready to take on a leadership position and help provide fiscal, governance, and strategic direction for our 8 year old organization.

About STEM Library Lab

Founded in 2016, STEM Library Lab (SLL) began as a nonprofit equipment lending library that fosters high-quality active learning by providing teachers with access to equipment, programs, experiences, and STEM instructional support to drive student success. Since our founding, we have grown and expanded our programs to include a Teacher Free-Store, Professional Development sessions, Service Learning, and more. Since inception, we have worked with over 600 teachers in 105 schools to implement new hands-on lessons for more than 16,500 preK-12 students.

Becoming a STEM Library Lab Board Member will give you an opportunity to be a part of a small, passionate team that values open communication, new ideas, and the ambitious pursuit of educational equity. Since this will be our sixth full year of operations, you will have a direct impact on how we develop. In our new STEM Ecosystem Hub location, we are launching a Capital Campaign, as well as looking at how we grow our staff capacity to best support the full suite of programs, services, and resources we provide to schools. Additionally, our team is looking at how we operationalize and streamline these programs, to prepare for future growth.

About the Position

To thrive as a SLL Board Member, you will need a passion for, and deep knowledge of, nonprofit operating systems, including governance, financial management, fundraising campaigns, and strategic planning. You and the other Board Members are responsible for managing and supervising the Executive Director, whose role it is to carry out the day to day operations and programming of SLL.

Overview of Position Responsibilities

1. **Oversee Executive Director (ED)**
 - a. Conduct an annual evaluation of the ED to ensure he is meeting deliverables
 - b. Hire, fire, and coach the ED, as needed
 - c. Prepare for bi-monthly board meetings co-led by the ED by reviewing provided documentation and being ready to participate actively
 - d. Meet and engage with ED as needed in between regular board meetings
2. **Fiduciary Governance**
 - a. Duty of Care- participate actively in governance and oversight of an organization's activities. This includes attending board and committee meetings, reviewing and understanding the organization's financial documents, helping to frame strategic plans, identifying and managing risks as well as opportunities, and taking prudent steps to advance the organization's mission and goals



- b. Duty of Loyalty- act in the best interest of the organization at all times. This includes identifying and disclosing potential conflicts of interest before joining the board, and when they arise.
 - c. Duty of Obedience- work to ensure that the organization complies with applicable laws and regulations, acts in accordance with its own policies, and carries out its mission appropriately. Board members should ensure that the organization carries out its purpose and does not engage in unauthorized activities
3. Fundraising
 - a. Make annual gifts commensurate with your means
 - b. Support active fundraising initiatives through a variety of potential means, not limited to hosting events, connecting donor prospects, or stewardship of existing leads
4. Other
 - a. Comply with all aspects of the *Board Member MOU*
 - b. Participate as appropriate in additional engagement opportunities to support the furtherance of STEM Library Lab's Mission and Impact Goals.

To apply:

Interested candidates should either:

- email a resume and letter of inquiry to Board Chair Cobren Greer (cobren.greer@gmail.com) and Executive Director Todd Wackerman (twackerman@stemlibrarylab.org).

Applicants will be invited to an initial conversation with members of the Board to discuss fit and expectations. They will then be invited to a committee meeting or board meeting as an observer, and after attending will decide if they are interested in submitting their candidacy to the existing board for a vote to join.