



BOARD MEMBER APPLICATION

2025

BOARD OF DIRECTORS

At iamALIVE, we are a nonprofit organization committed to empowering youth who are experiencing bullying and making a positive impact in the community. Our Board of Directors operates as a volunteer working board, where members are actively engaged in both governance and hands-on tasks. Board members contribute their expertise and time to support the organization's mission, providing strategic leadership and oversight while working directly on key initiatives such as fundraising, program development, and community outreach.

We are currently recruiting dedicated individuals to join our Board of Directors. All positions are remote. If you are passionate about making a meaningful difference and are willing to invest your time and skills in support of our mission, we encourage you to complete the application to express your interest in serving with us. Your involvement will play a vital role in advancing the work of iamALIVE and ensuring its continued success.

SECRETARY

The Secretary serves as a vital member of iamALIVE, ensuring that the organization operates efficiently and maintains high standards of record-keeping and communication. This position requires a detail-oriented individual who can manage documentation, facilitate communication, and support administrative functions to advance the organization's mission of empowering young people.

Responsibilities:

- Record, transcribe, and distribute accurate and timely minutes for all organizational meetings, including board and committee sessions.
- Manage and maintain official organizational documents, records, and archives, ensuring compliance with applicable regulations.
- Prepare and distribute meeting agendas, schedules, and relevant materials in collaboration with leadership.
- Handle internal and external correspondence professionally, including emails, letters, and other forms of communication.
- Develop and maintain a filing system for legal, financial, and operational documents.
- Track critical deadlines, including filing requirements, grant submissions, and reporting obligations.
- Monitor the organization's email account, ensuring timely responses and routing inquiries to appropriate parties.
- Assist in onboarding new board members by providing necessary documentation and orientation materials.
- Support event coordination, including tracking attendance, scheduling, and post-event documentation.
- Compile and distribute periodic reports summarizing activities, meeting outcomes, and decisions.
- Serve as a liaison for communication between board members, committees, and external stakeholders.
- Ensure adherence to confidentiality and data protection policies when handling sensitive information.

SECRETARY (CONTINUED)

Qualifications:

- Demonstrated strong organizational and multitasking skills, with the ability to prioritize tasks effectively.
- Excellent written and verbal communication skills, with proficiency in grammar, formatting, and proofreading.
- Advanced proficiency in office software, including Microsoft Office Suite, Google Workspace, or similar tools.
- High attention to detail and accuracy in maintaining records and documentation.
- Ability to handle confidential information with discretion and professionalism.
- A deep commitment to the mission, vision, and values of iamALIVE.
- Previous experience in administrative roles, nonprofit organizations, or related fields is a plus.

Benefits:

- Professional Development: Gain valuable experience in nonprofit administration and organizational management.
- Networking Opportunities: Collaborate with passionate individuals and community leaders.
- Impact: Directly contribute to advancing the mission of empowering and uplifting young people.
- Flexibility: Opportunities to work remotely or on a hybrid basis for certain tasks.
- Personal Fulfillment: Be part of an organization making a meaningful difference in the lives of others.

TREASURER

The Treasurer plays a critical role in the financial stewardship of iamALIVE by managing and overseeing the organization's financial health and ensuring accountability. This individual will provide leadership in budgeting, financial reporting, and compliance while fostering transparency and trust among stakeholders.

Responsibilities:

- Develop, implement, and manage the organization's annual budget in alignment with its strategic goals.
- Monitor, track, and record all financial transactions, ensuring accuracy and adherence to internal policies and applicable laws.
- Prepare and present detailed financial reports, including income statements, balance sheets, and cash flow analyses, at board meetings.
- Oversee the management of organizational accounts, including accounts payable, accounts receivable, and bank reconciliations.
- Ensure timely filing of tax documents and compliance with IRS and other relevant regulatory requirements for nonprofits.
- Collaborate with external auditors during annual audits, ensuring transparency and responsiveness.
- Develop and maintain financial policies, procedures, and internal controls to safeguard organizational assets.
- Advise the board on financial strategy, risk management, and long-term financial planning.
- Assist in the preparation of grant budgets and financial reporting for funders.
- Facilitate financial literacy among board members, providing training or clarification as needed.

TREASURER (CONTINUED)

Qualifications:

- Proven experience in finance, accounting, or a related field; CPA or equivalent certification preferred but not required.
- Familiarity with nonprofit financial management, including budgeting, grant reporting, and compliance standards.
- Proficiency in accounting software and financial reporting tools, such as QuickBooks or similar platforms.
- Exceptional attention to detail, with the ability to maintain accurate and up-to-date financial records.
- Strong analytical and problem-solving skills, with the ability to assess financial risks and opportunities.
- Demonstrated ability to work collaboratively with diverse stakeholders, including board members, staff, and external partners.
- A commitment to ethical financial practices and the mission of iamALIVE.

Benefits:

- Professional Growth: Enhance your expertise in nonprofit financial management and leadership.
- Impactful Contribution: Play a key role in the financial sustainability and success of iamALIVE's mission.
- Networking: Connect with like-minded professionals and community leaders.
- Recognition: Be acknowledged for your invaluable contributions to a cause that changes lives.
- Flexibility: Opportunities for remote collaboration or flexible scheduling for certain responsibilities.

PROGRAM COORDINATOR

The Program Coordinator is a vital member of iamALIVE, responsible for developing, implementing, and managing the organization's programs and initiatives. This role ensures that all programs align with iamALIVE's mission and are delivered effectively to meet the needs of the community. The Program Coordinator serves as a key liaison between internal teams, volunteers, and external partners to ensure seamless coordination and impactful outcomes.

Responsibilities:

- Design, plan, and implement programs that align with the mission and strategic goals of iamALIVE.
- Develop detailed program schedules, objectives, and deliverables to ensure clarity and success.
- Recruit, train, and supervise volunteers, ensuring they are equipped and motivated to support program initiatives.
- Build and maintain relationships with community organizations, stakeholders, and other partners to enhance program reach and effectiveness.
- Monitor program progress, collecting and analyzing data to assess performance and impact.
- Prepare and present regular reports on program status, outcomes, and areas for improvement to the board or leadership team.
- Oversee budgets for individual programs, ensuring efficient use of resources and adherence to financial guidelines.
- Identify and address challenges or barriers to program implementation, developing innovative solutions as needed.
- Ensure compliance with organizational policies and any applicable regulations in all program activities.
- Organize and coordinate program events, workshops, and outreach efforts to engage the community.

PROGRAM COORDINATOR (CONTINUED)

Qualifications:

- Bachelor's degree in social work, nonprofit management, public administration, or a related field (or equivalent experience).
- Demonstrated experience in program coordination, development, or management, preferably within the nonprofit sector.
- Exceptional organizational and time management skills, with the ability to juggle multiple priorities and meet deadlines.
- Strong written and verbal communication skills, with the ability to engage and inspire a variety of audiences.
- Experience working with diverse populations and fostering an inclusive environment.
- Proficiency in relevant software, such as project management tools, spreadsheets, and presentation platforms.
- Analytical skills to evaluate program performance and propose enhancements.
- Self-motivated, detail-oriented, and committed to the mission and values of iamALIVE.

Benefits:

- **Professional Development:** Build skills in program management, team leadership, and community engagement.
- **Community Impact:** Contribute to meaningful programs that positively change lives.
- **Networking Opportunities:** Collaborate with passionate individuals and organizations within the nonprofit sector.
- **Recognition:** Be a key driver of success for iamALIVE's mission and initiatives.
- **Flexible Environment:** Opportunities for hybrid work and flexible scheduling based on organizational needs.

BOARD MEMBER

Board Members of iamALIVE serve as the organization's governing body and provide critical oversight, guidance, and strategic direction. As part of a volunteer working board, members actively contribute their time, skills, and expertise to advance the mission of iamALIVE. Board Members play a pivotal role in decision-making, fundraising, and operational support, ensuring the sustainability and growth of the organization.

Responsibilities:

- Attend and actively participate in board meetings, committee meetings, and strategic planning sessions.
- Ensure the organization operates in alignment with its mission, bylaws, and applicable laws.
- Approve the annual budget, policies, and major organizational decisions.
- Support fundraising efforts through personal contributions and outreach to networks.
- Represent iamALIVE in the community, promoting its mission and programs.
- Collaborate with the leadership team to develop and implement the strategic plan.
- Volunteer time to support organizational events and initiatives.
- Assist in building partnerships and securing resources to sustain and grow the organization.
- Participate in recruiting and mentoring new board members to enhance board effectiveness.
- Uphold confidentiality and act in the best interests of iamALIVE at all times.

BOARD MEMBER (CONTINUED)

Qualifications:

- Proven leadership experience, preferably within the nonprofit or related sector.
- Strategic thinking and the ability to contribute to high-level decision-making.
- Strong commitment to the mission, vision, and values of iamALIVE.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively as part of a team.

Benefits:

- Opportunity to shape the strategic direction and impact of iamALIVE.
- Networking with professionals and community leaders.
- Personal fulfillment through meaningful service to a vital cause.
- A chance to directly influence positive change within the community.