



JANE  
ADDAMS  
RESOURCE  
CORPORATION



# ASSOCIATE BOARD

ROLES &  
RESPONSIBILITIES

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## ABOUT JANE ADDAMS RESOURCE CORPORATION (JARC)

Jane Addams Resource Corporation (JARC) promotes strong communities, businesses, and households to ensure people who work do not live in poverty. JARC provides high-quality skills training and support services to help lower-income and unemployed workers achieve self-sufficiency. JARC provides economic and workforce development to businesses to improve their competitiveness.



# ASSOCIATE BOARD

## ROLES AND RESPONSIBILITIES

The Jane Addams Resource Corporation's (JARC) Associate Board is a group of emerging and motivated business, nonprofit, and civic leaders that champion JARC's mission to ensure people who work do not live in poverty. As a member of the Associate Board, you will use your unique talents and engage your networks to build awareness for JARC's work in the greater Chicago region, particularly among the corporate community and young professionals.

Reports to: Chair of the Associate Board

Term: 2 years, with the possibility of an extension based on mutual agreement.

JARC has its own Board of Directors. The function of the Associate Board will not duplicate or overlap with that of this board; it does not approve budgets or programs. It does not assume any financial or legal liability for the agency. Rather, it builds and sustains strategic external connections and drives resources into the agency.



# ASSOCIATE BOARD

## INTERNAL FRAMEWORK

**GOAL: RECRUIT AT LEAST 15 NEW MEMBERS BY THE END OF CALENDAR YEAR 2024**

### **Expectations & Participation**

- Develop a working knowledge of JARC's mission, programs, and strategic priorities.
- Serve on at least one committee (committees are still in development).
- Events: plan and execute fundraising and volunteer events.
- Membership & Professional Development: recruit and onboard new members; maintain member satisfaction; plan quarterly board meetings; enforce associate board roles and responsibilities; plan and promote professional development opportunities for members.
- Participate in at least two in-person JARC activities each year (Cheers for Careers, the Fall Social, client picnics, ALPS student appreciation nights, crash courses, mock interviews, volunteering, Women in Manufacturing, etc.).



# ASSOCIATE BOARD

## INTERNAL FRAMEWORK

### Expectations & Participation

- Be a brand ambassador for JARC. Participate in JARC's digital initiatives, interact with us on social media, share our content, and look for new ways to engage and discuss our impact.
- Identify and cultivate new Associate Board member prospects in coordination with the Membership Committee.
- Participate in and support Associate Board events and activities.
- Attend Associate Board fundraising events.
- Promote JARC and JARC events on social media.
- Engage with individuals and companies within your network to support JARC through donations, sponsorships, grants, and in-kind donations.
- Engage with your personal and professional network to support JARC's Associate Board through events and volunteering.
- Participate in and support JARC events.
- Participate in at least two digital events (Giving Tuesday, the annual appeal, women's month, etc.) each year.
- When reasonably requested by the JARC Board of Directors, Executive Director, or Director of Development & Communications, undertake to provide JARC's staff with the benefit of your expertise.



# ASSOCIATE BOARD

## INTERNAL FRAMEWORK

### Financial Commitment

- Make a commitment to give or get at least \$250 each year, which can include a combination of any of the following:
- Personal gift
- Event ticket purchase
- In-kind donation (silent auction, food for fundraiser, etc.)
- Employer match
- Corporate sponsorship

\*The “give or get” policy is a “best practice” in the fundraising space. “Give or get” policies mean that each board member is expected to donate a certain amount of money per year, either from their personal resources (“give”) OR help raise money and/or drive in-kind resources from others to the organization that have monetary value (“get”).

### Time Commitment

- Attend a minimum of 75% of board and committee meetings. (The associate board meets quarterly, and the committee meets at its own discretion.)



# ASSOCIATE BOARD

## STRUCTURE

The Associate Board will be led by a Chair and a Vice-Chair who will ensure the overall success of the Associate Board. They are going to be responsible for ensuring constant momentum and engagement across the board. All other members have the option to join task forces.

Additionally, Associate Board officers will:

- Uphold the roles and responsibilities of the Associate Board.
- Regularly and consistently attend board meetings, committee meetings, and other related events.
- Help recruit and retain Associate Board members.
- Chair: This role is mainly centered on operations and logistics. The chair serves as a non-voting member of the board, oversees all associate board meetings, and reports on progress to the director of development and communications.
- Vice-Chair: This role is primarily focused on recruitment and engagement. The Vice-Chair compiles and shares detailed meeting notes for each Associate Board meeting and covers for the Chair when needed.





# ASSOCIATE BOARD

## BENEFITS

- You will have the opportunity to network and connect with other mission-oriented young professionals while developing and harnessing leadership skills.
- It's a unique opportunity to make a difference in people's lives by serving on JARC's Associate Board. A crucial element of success, meaning, and purpose can be found in this kind of service.
- Develop new skills.
- Leadership opportunity. You'll have the opportunity to request to join the JARC's Board of Directors after two terms have been served.
- Recognition in JARC's Annual Report

## DO YOU WANT TO JOIN US?

Please contact us at [associateboard@jane-addams.org](mailto:associateboard@jane-addams.org) for more information.