

Board Member - Volunteer

Pepartnership, Inc.
Madison, WI 54704

Pepartnership, Inc.'s Board of Directors is recruiting volunteer board members. Although these are unpaid positions, they offer a great opportunity to get involved in the community and gain first hand experience in the democratic process. If elected, members serve at least one two-year term, and can serve up to two consecutive terms.

Board members are expected to attend quarterly meetings, but also to actively support Pepartnership Inc.'s mission and purpose and ensure that the organization does the best work possible in the pursuit of its goals.

About Pepartnership, Inc.

Pepartnership, Inc. is a non-profit organization working together with several local pantries who recognize that significant benefits to communities can be achieved by helping persons in need with the essentials of personal and household hygiene, better preparing them for school, employment, and enriching their quality of life.

Officer Roles

We are seeking to recruit several board members, but are especially interested in candidates who can fulfill one of the following officer roles. These positions only require a few hours of your time per month, and have one year terms with the possibility of a one year extension.

President

- Serve as primary spokesperson to Pepartnership, Inc.'s constituents, the media, and the general public.
- Conduct quarterly board meetings and compose agenda
- Meet annual reporting requirements of IRS
- Actively recruit new donors and board members.

Treasurer

- Prepare and distribute quarterly and annual financial reports.
- Submit operating budgets to the Board of Directors prior to each fiscal year.
- Handle all manners of expense account including online banking system.

Secretary

- Record and distribute minutes at board meetings
- Publish content to company website and social media platforms.
- Monitor organization's email inbox and respond to correspondence on a regular basis.
- Maintain official records, documents, and reports in both digital and hard copy formats.

Desired Skills and Expertise

Pepartnership, Inc. is a small but growing group of concerned citizens, activists, and philanthropists, but we also need technically literate individuals who have experience with the following:

- Desktop publishing tools (spreadsheet, word processing)
- Web publishing tools (Joomla, Wordpress, etc)
- Accounting and banking skills
- Ability to work remotely (We will grant access to our home office if you need the resources)

How to Apply

Send resume and cover letter to info@essentialspantry.org