



212 South Mason Street-Fort Collins, CO 80524-970.221.3247-www.lambdacenter.org

Dear Prospective Board Director,

Thank you for your interest in joining the Lambda Community Center (LCC) Board of Directors.

**Here is some basic information you should know:**

**LCC Mission:** Lambda Community Center seeks to be a resource center for the Gay, Lesbian, Bisexual, Transgender, Intersex, Queer, Questioning and heterosexual Ally (GLBTIQQA) community in northern Colorado, through support, education, outreach, advocacy and collaboration.

**LCC Vision:** LCC is committed to creating an inclusive environment that promotes understanding acceptance, and appreciation of GLBTIQQA issues and culture, while building equal opportunities for GLBTIQQA individuals within the northern Colorado community.

**Non-Discrimination Policy:** Lambda Community Center follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, body type, physical or mental ability, HIV-status, veteran status, military obligations, and marital status. This policy applies to all Lambda Community Center employees, directors, volunteers, members, participants, and contractors.

**What is expected of LCC Board Directors?**

The LCC Board of Directors is a hybrid model incorporating aspects of both a *working* and a *governing* board. Directors play a more integral role in the operations of the organization than in the traditional governing board model. The following are a few basic responsibilities of LCC Board Directors:

- Make a minimum two-year commitment to serving on the LCC Board of Directors;
- Commit to investing between five and twenty hours a month to board related duties. This will fluctuate depending on workload however an average minimum of five hours and an average maximum of twenty hours is required;
- Represent the LCC mission, vision and non-discrimination policy within the community;
- Uphold the organizational responsibilities as set by LCC's bylaws, policies and procedures.

**Board related duties include but are not limited to:**

- Participation in all mandatory LCC events quarterly (complete list below);

- Participation by at least 40% of Directors in non-mandatory and partner events as agreed upon by Board of Directors at monthly board meetings;
- 100% of Board Directors must contribute financially. A minimum contribution for the board as a whole will be set each fiscal year;
- Actively participate in at least one LCC committee where your skills are needed;
- Actively mentor one to two emerging leaders as part of LCC's succession plan;
- Actively seek, recruit and help maintain volunteers, donors and community partners.

#### **Mandatory Events/Meetings:**

- Board Meetings – Third Wednesday of each month or as determined by Board of Directors;
- Committee Meetings – Monthly as determined by committee members;
- Annual Membership Meeting – December;
- Board and Staff Retreat – Late January/Early February (one and a half days over a weekend);
- Spring Fundraiser – April;
- “Pride in the Park” – First weekend of June;
- Fall Fundraiser/Anniversary Event – October.

#### **Non-Mandatory Events/Meetings:**

- Sunset Friday Dances;
- Monthly Pancake Breakfast fundraisers;
- Freedom to Marry Day;
- Transgender Day of Remembrance;
- National Coming Out Day;
- Events hosted by organizational partners eg. SAVA Center, NCAP, GLBTRC CSU, etc.

Please contact the Board President or Executive Director to discuss your prospective involvement with the Lambda Community Center Board of Directors. Thanks again for your willingness to participate!

Best Regards,

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