

LAWRENCEVILLE



UNITED

## **Job Description for LU Board Member**

Position Title: By-Ward Member of the Board of Directors

Length of Term: Two years

Reports To: Entire Board of Directors

The board of directors is legally and ethically responsible for all activities of the organization:

1. Determines how the organization will carry out its mission through long and short-range planning
2. Adopts an annual budget and provides fiscal oversight
3. Recruits, orients, and develops board members
4. Hires and evaluates the performance of the executive director
5. Evaluates its performance and overall performance of the organization in achieving the mission
6. Establishes policies for the effective management of the organization

### Expectations:

- Understand and promote the organization's mission to improve and protect quality of life for all Lawrenceville residents
- Serve as an advocate and ambassador for the organization within Lawrenceville and beyond
- Be familiar with the organization's programs, policies, operations, and decisions
- Attend board meetings and appropriate committee meetings
- Actively serve on at least one committee and offer to take on special assignments. Current committees include: Governance, Finance, Membership & Development, Housing, Equity & Inclusion.
- Review agenda and supporting documents prior to meetings
- Respond in a timely fashion to regular emails and communications
- Make a personally meaningful donation above yearly membership dues
- Participate in fundraising activities (minimally LIVE in Lawrenceville)
- Make an effort to attend LU-coordinated community events and meetings
- Disclose conflicts of interest and maintain confidentiality

### Time Demands (approximate):

- Attend and actively participate in monthly board meetings (typically 6-8 p.m. on the last Wednesday of the month, except December)
- Attend and actively participate in committee meetings and related work (typically one hour meetings either once per month or every other month + related work)
- Attend and actively participate in the annual planning retreats & trainings
- Attend LIVE in Lawrenceville (one Saturday in September/October)
- Attend new board member orientation (approx. 2 hours)
- Participate in LU events and programs (at your discretion!)

### Ideal Candidate:

- Willingness to serve the whole neighborhood, be part of a team, and engage in constructive dialogue around neighborhood issues
- Familiarity/involvement with LU programs
- Strong network inside and outside the Lawrenceville community

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- Volunteer or professional experience in fundraising, community development, community planning, community organizing/advocacy, non-profit management, local government, financial accounting

### Board Election Process

LU's Board is comprised of 6 "Ward Specific" seats and 4-9 "At-Large" seats that each serve two-year terms. LU's Board is elected by LU's membership during the Spring Membership Meeting.

- The 2025 Spring election will be for the 6 "By-Ward" seats: 2 for 6th Ward (Lower Lawrenceville), 2 for 9th Ward (Central Lawrenceville), and 2 for 10th Ward (Upper Lawrenceville). Additionally, there is 1 current vacancy for an "At-Large" seat.
- Prospective candidates must become an LU member by 3/1/2025 and complete a Board application by 5/13/2025 to be considered for the 2025 Spring ballot. Information from the Board application will be shared with the membership for voting by mail, on LU's website, and through LU's e-newsletter. No personal information will be shared.
- The Spring Membership meeting will be held on the evening of 6/5/2025. Candidates are given an opportunity to speak about their reasons and qualifications for the LU Board.
- Elected Board members will begin their term at the Board meeting on 6/25/2025, with an orientation meeting on the evening of 6/23/2025.

### Eligibility

- Must be Lawrenceville resident or have lived at least 1 year in Lawrenceville within the past 15 years.
- Only individuals 18 years or older who are LU members by 3/1/2025 are eligible (to check your membership status, please email [info@LUnited.org](mailto:info@LUnited.org)).

### Questions?

- Contact [Dave@LUnited.org](mailto:Dave@LUnited.org) or 412-802-7220.

***Lawrenceville United is committed to building a diverse and inclusive Board of Directors and organization, and we especially encourage residents from underrepresented populations to apply: Black, Indigenous & People of Color, renters, long-term residents, parents of school-age children, immigrants, women, older adults, people with disabilities, poor and working class people, and folks in the LGBTQ+ community.***