

San Francisco Community Power Board Member job description (6 opportunities currently available)

San Francisco Community Power (SF Power) pilots innovative programs that improve our neighborhoods' environmental and economic conditions. We help small businesses and low-income families lower their expenses and reduce their ecological footprint. Our work provides policy makers with demonstrative ways to solve complex resource allocation issues.

Current goals of the board

The SF Power Board of Directors is responsible for establishing direction for the organization, setting overall policy and strategy objectives. The board also reviews the executive director's plans for achieving SF Power's mission, oversees and gives final approval to the organization's budget, identifies and promotes potential funding opportunities, evaluates the organization's progress toward strategic goals, ensures sufficient resources, and works to enhance the organization's public standing.

Key roles and responsibilities

- Working collaboratively, determine or re-evaluate the organization's mission and purpose.
- Participate in strategic planning, and ensure that planning takes place at the right times and with the right inputs and resources.
- Ensure adequate organizational resources and internal controls for safeguarding the organization's assets.
- Mutually select, support, and evaluate the executive director's.
- Determine, monitor, and strengthen the organization's programs and services.
- Enhance the organization's image and public standing.
- Ensure legal and ethical integrity, and maintain accountability to the organization's stakeholders.
- Recruit, evaluate, elect, and orient new board members as needed.
- Collectively assess board performance.
- Participate in fundraising and partnership activities, including representing the organization to potential funders and partners.
- Ensure compliance with legal requirements.
- Help nurture relationships with key stakeholders including, where relevant, industry groups, and staff.
- From time to time, SF Power Board members (and the chair, in particular) will be required to take up opportunities for advocacy and networking. For example, through speaking at meetings and conferences, meeting with industry, local government, and community organizations.
- Establish appropriate governance structures (such as board committees and clear lines of responsibility and accountability between the board and management) to ensure SF Power's smooth, efficient and prudent management.
- Ensure that SF Power's governance arrangements and risk management policies are continually reviewed and updated to reflect best practices.
- Appoint, remove, prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the corporation.

- Appoint an independent certified public accountant or firm for certified public accountants to audit the organization's books of account and records as needed.

Skills and abilities needed to succeed as a board member

Professional Expertise—

Ideally the board will include one or more individuals (*6 collectively plus the Board President*) each with expertise in at least one of the following areas:

Board Member Profile 1: Expertise in management and finance

- Experience leading the financial operations of an enterprise
- Knowledge of payment systems in retail environments
- Background in property management

Board Member Profile 2: Expertise in business development

- Relationships in and knowledge of potential funding agencies
- Experience developing successful proposals
- Capability to effectively advocate for SF Power funding

Board Member Profile 3: Expertise in nonprofit operations and governance

- Experience running or actively serving on nonprofit boards
- Knowledge of personnel matters, including staff and board recruitment
- Capability to set up effective board processes and committees to assure effective use of board member's time

Board Member Profile 4: Expertise in working with and improving the status of low-income households and small businesses

- Relationships with communities of color, small businesses, and low-income populations
- Capability to represent the views of those constituencies
- Effective spokesman for these communities with potential funding agencies

Board Member Profile 5: Expertise in efficiency technology and/or policy

- Understanding of existing and emerging residential conservation technology options
- Knowledge of the evolving business climate relating to energy, water, and air quality – particularly as it relates to government programs promoting residential and small business' environmental well-being
- Strong relationships with state agencies, utilities and others

In Addition Candidates should have the following Personal Qualities:

- Can make required time commitment.
- Commitment to SF Power's mission and strategic direction.
- Willing and able to make requests on SF Power's behalf.
- Honesty and integrity.
- Visionary: future orientation.
- Solid, persuasive communication and presentation skills; open-minded and articulate.
- Good team-builder and team member.
- Self-confident.
- Respected and respectful.

Estimated time commitment and meeting format

- Attendance at one-day quarterly in-person board meetings.
- Participation in monthly teleconferences.
- Participation in other meetings as required.
- Estimated time commitment: 10 hours monthly.
- Busiest time period: work is consistent throughout the year.

Selection and Evaluation process

- Candidates will meet with the executive director and, if there's interest from both parties, will then meet with one or more board members. At least three board members need to approve a candidate for them to be seated.
- The objective is to fill all board seats by July 30, 2010.
- The performance of directors will be evaluated annually in the context of the evaluation of the board.

Benefits of Serving on SF Power Board

- High-profile leadership position with a prominent nonprofit
- Ability to leverage your experience as a subject matter expert to champion the organization's mission (both public and private).
- Opportunity to service environmental and community interests
- Access to public, state, private entities, and the opportunity to build partnerships that enable the organization to achieve its goals

Term limit

- Board member term limits as defined in by-laws (two years with limit of not more than four consecutive terms).

Conflicts of Interest

Members must be aware of the importance of personal integrity and the need to declare conflicts of interest, either potential or actual. A conflict of interest arises where a prospective or existing board member has an interest which conflicts (or might conflict, or might be perceived to conflict) with the interests of SF Power itself.

A conflict of interest will not necessarily bar an appointment, although a serious conflict may mean a candidate is not suitable for appointment, or should resign if the conflict arises during the course of appointment.

Before a person is appointed as a member, the person must:

- Consent in writing to being a member
- Certify that they are not disqualified from being a member
- Disclose to the board the nature and extent, including all interests that the person has at that time, or is likely to have in matters relating to SF Power.