



## EVENT COORDINATOR - BOARD OF DIRECTORS JOB DESCRIPTION

### ORGANIZATION OVERVIEW

#### MISSION

Africa's Tomorrow assists African women in attaining higher education and cross-cultural experience to accelerate collaborative solutions for social and economic issues.

#### OUR VISION FOR THE FUTURE WE DESIRE

We imagine a world in which Africa is on the map of success because of the women that have contributed to the success of their individual countries and to their neighbor countries through deep collaboration. This success also comes from the equality of women in leadership that drives strides in development goals, like eradicating hunger and disease and achieving education for all. The equality of opportunity for women is the key to this success of African countries, and it provides a leadership example for other parts of the world that the vision, expertise, and strategies for success come from within - this success is not dependent upon foreign experts, government or charitable aid. African countries are mutually supportive of one another's successes and the ties are deep. Africa's Tomorrow is a large, well-recognized organization that is led by past participants and is facilitating the success of African countries through visible, respected, and representative (>50%) female participation in leadership.

#### VISIONARY GOALS (What we are working towards)

- Africa's Tomorrow is a large and well-funded organization with brand recognition equal to St. Jude's.
- Africa's Tomorrow is driven by a vast majority of African women on staff and in leadership, with at least 50% representation at all levels by previous or current students.
- We have meaningful partnerships with other organizations that help us achieve our mission of ensuring African women the opportunity to get a tertiary education and cross-cultural experience to solve global issues.
- We support 50+ new students each year and we offer them robust and sophisticated supports in addition substantial financial support

### BOARD OVERVIEW

In collaboration with other Board Members, Advisors and organization staff, and volunteers The Africa's Tomorrow Board of Directors provide vision and direction for the organization in areas including, but not limited to: fundraising, strategic planning, general leadership, technical assistance, and advising on special projects/programs



## EVENT COORDINATOR RESPONSIBILITIES

- Plan and execute events to build Africa's Tomorrow network
- Manage and execute annual campaigns with appropriate Africa's Tomorrow board members and scholars
- Plan and execute events to bring funds into Africa's Tomorrow

## LEADERSHIP

- Support and evaluate the organization's Executive Director (ED). The Board should ensure that the ED has the moral and professional support they need to further the organization's goals.
- Protect assets and provide proper financial oversight. The board assists in developing the annual budget and ensuring that proper financial controls are in place.
- Assist ED and other board members in identifying and recruiting additional board members;
- Serve on committees as they are developed.

## STEWARDSHIP

- Play a key role in networking and partnership building for Africa's Tomorrow. Primary responsibilities include: fundraising, resource generation, and partnership development;
- Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
- Utilize contacts to increase Africa's Tomorrow audience, including increasing access to major donors (\$1,000 and up) and high-profile personalities that could benefit AT visibility. Such as: corporate partners, members of the media, academic communities, and/or other nonprofit and government leaders

## INDIVIDUAL BOARD MEMBER REQUIREMENTS

- Strong personal alignment to the mission and vision of the organization.
- Desire to help organization achieve its visionary goals
- Personal skill-set that adds to the current board needs
- At least 5 hours per month to dedicate to serving Africa's Tomorrow in addition to meetings and committee requirements.



## BOARD MEMBER RESPONSIBILITIES

- Serves a minimum of one (1) three-year term on the Board. Eligible to serve three subsequent one (1)-year terms if re-elected, for a total of 6 years of consecutive board service.
- Attends all board meetings with absences totaling no more than THREE (3) meetings each year. The Full Board of Directors meets monthly (subject to change as needed) and meetings are scheduled to accommodate all members' schedules as much as possible.
- Attends the annual meeting in person.
- Makes a serious commitment to participate actively in board and committee work. Africa's Tomorrow depends heavily on its working board.
- Stays informed about board matters, is prepared for meetings, and reviews and comments on issues.
- Builds a collegial working relationship with other committee members that contributes to consensus.
- Participates in the advancement of the strategic plan of the organization including fundraising.
- Makes a generous personally significant contribution to the organization each year.

Please fill out [this form](#) to be considered for a board position as Africa's Tomorrow. This application will be kept confidential and on file with Africa's Tomorrow. Applications are used by the Board to identify and evaluate potential candidates. All new directors are elected by a majority vote of current board members. Please review the content on our website thoroughly before completing this application - [www.africastomorrow.org](http://www.africastomorrow.org). If you have problems or questions about this application, please **email [info@africastomorrow.org](mailto:info@africastomorrow.org)**.