



Membership Application Packet
Deadline: February 6, 2024

January 2024

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WELCOME

Welcome to Grow Lit Project LLC! We are thrilled to have you join our community dedicated to fostering early learning literacy among youth in underserved and under-resourced communities.

At Grow Lit Project LLC, we believe that literacy is a fundamental building block for a brighter future. Our non-profit organization, Grow Lit Project, Inc., is committed to providing educational resources and support to empower children in these communities to develop strong reading and comprehension skills from an early age.

As a member of Grow Lit Project LLC, you play a vital role in our mission to make a positive impact on the lives of young learners. Your commitment and support contribute to creating a foundation for lifelong learning and success.

In your membership packet, you will find valuable information about our organization, our mission, and the initiatives we are currently undertaking. We encourage you to explore the materials provided and get to know more about how Grow Lit Project LLC is making a difference.

Throughout the year, we host various events, workshops, and programs aimed at promoting early literacy and supporting the educational journey of children in underserved communities. Your participation and involvement in these activities will further strengthen our collective efforts to empower the youth through literacy.

Once again, welcome to Grow Lit Project LLC! We are excited to embark on this literacy journey with you and appreciate your commitment to making a positive difference in the lives of children.





ORGANIZATION GOALS

- Align with The Grow Lit Project's values and adhere to all 501(c)3 nonprofit compliance guidelines.
- Maintain consistent communication among the board to ensure a culture of collaborative support.
- Create and implement a robust year-round strategy for organization fundraising.
- Cultivate a positive positive experience for board members.
- Maintain the integrity of The Grow Lit Project's intellectual property by ensuring the confidentiality of all contact lists, resources, collateral, etc.
- Establish a sustainable strategy for continuity and growth as an organization.



MEMBERSHIP COMMITMENT

- It is strongly recommended that the Board of Directors hold a local board retreat for planning purposes to discuss and plan for the upcoming program year. You will need to hold this retreat by January 31st.
- Boards are expected to hold monthly meetings to ensure alignment with organization goals and share project updates across all program areas. Notes must be taken and added to the operations folder on your chapter's shared drive for continuity.
- The 1st meeting of the program year should be held by February 15th with all chapter board members.
- All board members must attend The Grow Lit Project's Orientation (tentatively scheduled for March).
- Board members are expected to check their emails on a regular basis (minimum of once/ week).
- It is **MANDATORY** for you to reach out to admin@growlitproject.org if you are ever feeling behind, confused, or just need to talk. We are **HERE** for you to ensure you feel supported as a volunteer.

BOARD OF DIRECTORS ROLES

1. Board Chair

The board chair, or chairman/chairwoman, leads the board of directors or governing body of an organization. Their role involves presiding over meetings, providing leadership, ensuring effective governance, representing the board to external stakeholders, and fostering collaboration among board members. The board chair plays a key role in steering the organization towards its goals and ensuring the board functions efficiently and in accordance with its bylaws.

2. Vice Chair

The vice chair, or vice chairman/vice chairwoman, is the second-in-command to the board chair. Their role involves supporting the chair in leadership tasks, presiding over meetings in the chair's absence, and collaborating on board initiatives. The vice chair often plays a crucial role in maintaining continuity and assisting with the overall effectiveness of the board. In some organizations, the vice chair may take on specific responsibilities assigned by the chair or the board.

3. Fundraising Chair

The fundraising chair is responsible for leading and coordinating fundraising activities within an organization. This role involves developing fundraising strategies, organizing campaigns or events, and working with other committee members to secure financial support. The fundraising chair plays a key role in cultivating relationships with donors, sponsors, and supporters to meet the organization's financial goals. Additionally, they may oversee the implementation of fundraising initiatives, track progress, and ensure compliance with relevant regulations.

4. Operations Chair

The operations chair oversees and manages the day-to-day operational aspects of an organization. This role involves coordinating various functions such as logistics, facilities management, and administrative processes to ensure smooth and efficient operations. The operations chair works to enhance organizational efficiency, streamline processes, and optimize resource utilization. They may collaborate with different departments to implement effective operational strategies and contribute to overall organizational effectiveness. Additionally, the operations chair may be involved in planning and executing initiatives to improve internal processes and achieve strategic objectives.

5. Communications Chair

The communications chair oversees the planning and execution of communication strategies within an organization. This role involves managing both internal and external communication, handling public relations, marketing, and media relations. The communications chair aims to convey the organization's messages effectively, maintain a positive public image, and enhance visibility through various channels, including social media. This role is crucial for fostering clear and consistent communication to support the organization's goals and objectives.

6. Secretary Chair

The secretary chair, often known as the secretary or recording secretary, is responsible for maintaining accurate records of meetings and organizational proceedings. This role involves documenting minutes, managing official correspondence, and maintaining organizational records. The secretary chair plays a crucial role in ensuring transparency, compliance with bylaws, and effective communication among members. Additionally, they may handle administrative tasks, assist in organizing meetings, and support the board in maintaining proper documentation of decisions and actions.

7. Treasurer Chair

The treasurer chair, oversees the financial matters of an organization. This role involves managing budgets, financial records, and transactions, ensuring financial compliance, and providing regular financial reports to the board. The treasurer plays a critical role in monitoring the organization's fiscal health, making recommendations for financial decisions, and collaborating with auditors or financial professionals when necessary. Additionally, the treasurer chair often works closely with other board members and stakeholders to ensure responsible financial management aligned with the organization's goals and objectives.

8. Governance Chair

The governance chair, also known as the governance committee chair, is responsible for overseeing and facilitating the governance processes within an organization. This role involves ensuring that the board operates within its bylaws and legal requirements, managing board recruitment and development, and conducting evaluations of board performance. The governance chair plays a key role in fostering effective communication and collaboration among board members and overseeing the organization's governance structure. Additionally, they may be involved in developing and updating governance policies to align with best practices and the organization's mission and goals.

9-12. At-Large

Leadership role within a board or committee where the individual holds a general position rather than a specific title. This person may not have a designated area of responsibility like a treasurer or secretary. Instead, the at-large chair often contributes to various aspects of the organization, providing insights, perspectives, or assistance wherever needed. This role is versatile, allowing the individual to engage with different facets of the organization's activities and contribute to overall decision-making and governance.



APPLICATION PROCESS

Step 1: Review the Board Member Responsibilities and Qualifications.

Before applying, carefully review the expectations and qualifications for board members outlined in this packet.

Step 2: Prepare Your Application Materials.

Submit the following documents:

- Cover Letter:
 - Briefly introduce yourself.
 - Explain why you are interested in joining the board.
 - Highlight relevant experience and skills.
- Resume or Curriculum Vitae (CV):
 - Provide a detailed overview of your professional and volunteer experience.
 - Highlight any experience related to literacy, education, or non-profit work.

Step 3: Submit Your Application.

Email your completed application materials to Admin@growlitproject.org

Step 4: Interview Process.

Selected candidates will be contacted for an interview to discuss their qualifications, interest, and alignment with the organization's mission.