

Role Description



Position Summary

Non Voting Board Member

The Non-Voting Board Member plays an important advisory and support role in advancing the mission of TOP Community Development. While this position does not hold formal voting rights, the Non-Voting Board Member contributes expertise, energy, and influence to strengthen programs, partnerships, and organizational strategy.

Reports to

Board Of Directors

Responsibilities

Advisory Support

- Provide input, recommendations, and perspective on organizational programs, partnerships, and community initiatives.
- Offer professional expertise, connections, and insights to help strengthen the organization's impact.

Ambassador Role

- Actively promote TOP Community Development's mission within personal and professional networks.
- Assist in identifying potential donors, partners, and volunteers.
- Represent the organization with integrity and enthusiasm at events and in the community.

Program Engagement

- Participate in community events, fundraisers, and outreach initiatives as availability allows.
- Serve as a thought partner in developing and improving community programs.

Organizational Support

- Attend scheduled board meetings (non-voting capacity).
- Contribute to discussions with respect, collaboration, and alignment to mission.

- Support fundraising and grant efforts by making introductions and providing letters of support when appropriate.

Qualifications

- Passion for community service and alignment with TOP Community Development's mission.
- Willingness to share time, expertise, and networks to support organizational growth.
- Strong interpersonal skills, with the ability to collaborate and communicate effectively.
- Prior experience in nonprofit, ministry, business, education, or community engagement is preferred but not required.

Time Commitment

- Attend quarterly board meetings and annual strategy session.
- Participate in at least one community event or initiative annually.
- Provide ongoing support and ambassadorship as able.