

Inform USA Board Job Description

Position Summary

Board members provide leadership and support decision-making in coordination with the Inform USA Executive Director. The position offers an opportunity to contribute, learn, and grow in the following areas: board governance, audit and finance, standards, accreditation, certification, technology, training, equity and access, policy, and more. This position collaborates with other board members on national projects and determines the strategy and direction of the Inform USA agency. The board deals with all aspects of the sector; experience in both general and specialized I&R are appreciated.

Board members serve without compensation from Inform USA. Board members are responsible for securing their own funding for travel to meetings.

Requirements

- Board members are Inform USA members or represent member organizations
- Board members are elected by the membership at the annual business meeting/alternative polling method
- Certain board members are appointed according to Article 4 Sections 6 & 7 of the [Inform USA Bylaws](#) and may not need to meet all requirements laid out here.
- Board members have 1 year of experience serving on an Inform USA committee, task force, or project workgroup

Preferred Experience

- Prior experience serving on a nonprofit board or other governance entity is a plus
- Experience with consensus-based decision-making, i.e. Knowledge of Robert's Rules of Order

Essential Functions & Expectations

- Each board member is part of the fiduciary body of Inform USA. The board as a whole works towards the requirements of the bylaws: keep a record of the board's actions, supervise the business of the corporation, and preserve its assets
- Serve on at least one Inform USA committee
- Contribute insight and ideas on Inform USA issues; ask questions and build consensus
- Attend meetings to collaborate with fellow board members on the above
 - One in-person meeting annually
 - At least six teleconference meetings generally held on Zoom annually (typically 1 hour)
 - Additional committee meetings as determined by each committee (typically 1 hour)

Additional Functions

- As board members grow in the organization they may serve as chairs or co-chairs of Inform USA committees
- Board members may occasionally work on drafting proposals or documenting decisions made by the committee/board

[More Information about Inform USA](#)

Inform USA is a 501c3 charitable organization whose mission is to *unite human service professionals around shared standards, skills, and knowledge to connect people to resources and support that can improve their quality of life.*

The vision of Inform USA is *a world in which all communities have the ability to help people when they are in need.*

Inform USA's Core Values

Solidarity

We value and embody the diversity of the sector. Our interconnectedness is our power. Our shared commitment to the standards is our guide.

Empowerment

We help our members to meet people where they're at and help them get where they need to go. We empower those who empower the public.

Accountability

We set standards and hold each other to them. We elicit input from those we serve and act on it. We serve with excellence, integrity, and transparency.

Critical Thinking

We are always learning and growing. We do not shy away from challenging conversations. We analyze problems, welcome all ideas, and test assumptions.

Accessibility

Inform USA members guide people through complex systems, breaking down barriers to resources that help them survive and thrive. Inform USA supports this work by creating access to and education around the industry standards for I&R.

Inform USA is the driving force behind the delivery of quality resource referral, navigation, and connection services and is the sole source for standards, program accreditation, and practitioner certification for the sector. Inform USA members include governmental units, 211 & 988 programs, libraries, civic organizations, and those who work in the areas of aging and disability.

Diversity & Inclusion Statement

Inform USA is the driving force behind delivering quality information and referral services. Our unwavering commitment to diversity motivates us to be a beacon of belonging and embrace the richness of our human experience. Cultural intelligence and empathy are priorities in our education, training, and standards for the sector. We believe all people should feel heard and be able to access help no matter who or where they are.

Conflicts of Interest ([View full Confidentiality/Conflict of Interest Policy](#))

Inform USA Board members must avoid situations that may cause personal and/or professional interests to conflict or appear to conflict with the interests of Inform USA or engage in any transactions or activities that are, or would to a reasonable person appear to be, in conflict with or incompatible with the proper discharge of duties of an Inform USA Board member. Board members are required to update their [Conflict of Interest Disclosure](#) forms annually.

Confidentiality

Inform USA Board members must maintain confidentiality regarding certain issues considered by the Board, so that the best interest of Inform USA will be protected. Examples would include Inform USA intellectual property, business opportunities, negotiations with third parties, and any internal decision-making processes.