

The Greenbrier Learning Center
Member, Board of Directors
Position Description

For 15 years, the Greenbrier Learning Center (GBLC) has provided academic and social support to children in south Arlington through innovative after-school and summer programs, as well as resources to families through parent workshops and community outreach. Greenbrier Learning Center's mission is to promote education, youth leadership and strong families through structured enrichment programs beyond the school day. Utilizing a community-driven approach, we foster academic achievement and personal growth among our after-school students, act as a resource for youth and adults, and increase collaboration among service providers in Northern Virginia. More than 90% of the children and families GBLC serves are from non-native English/Spanish-speaking homes, and almost all children qualify for free/reduced lunch at school.

Purpose

To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Greenbrier Learning Center (GBLC) to support its mission.

Major Responsibilities

- Organizational leadership and advisement
- Development and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Recruitment and performance evaluation of Executive Director
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

Members of the Board share these responsibilities while acting in the interest of GBLC. Each member is expected to make recommendations based on his/her experience and expertise.

Length of Term

Three years, which may be renewed up to a maximum of two consecutive terms, pending approval of the Board.

Meetings and Time Commitment

- The Board of Directors meets every two months, including an annual meeting in May. Meetings are on Tuesday evenings at 7pm (date decided based on maximum availability), and typically last two hours.
- There are three committees: Governance and Finance; Programs; and Revenue Generation. Committees of the Board meet an average of four times per year, pending their respective work agendas.

Expectations of Board Members

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by GBLC's mission, objectives, and programs.
- Help communicate and promote GBLC's mission and programs to the community.
- Become familiar with GBLC's finances, budget, and financial/resource needs.
- Understand the policies and procedures of GBLC.
- Financially support GBLC in a manner commensurate with one's ability.

To be considered for the Board, please send a brief statement of interest and resume to Courtney Reeve, Executive Director at: courtneyr@gblc.org