



Board Member Job Description

Title: Member, KSS Board of Directors
Pay Status: Volunteer
Term Length: Three Years
Meets: Bi-Monthly, Generally the 4th Friday of the Month, 1pm – 4:30pm in Summit County

Keystone Science School Mission:

Keystone Science School inspires curiosity and critical thinking through the lens of science to change lives and strengthen communities. We create future leaders who can problem solve and work together in an ever-evolving world and workplace environment.

The Keystone Science School team works collectively for the Mission, and truly lives the [Vision and Values](#)! Our historic 23-acre campus is located at 9,200 feet on the site of Old Keystone Village in Keystone, Colorado and serves as the ultimate outdoor laboratory for our diverse suite of programs. Our facilities include modern log-style dormitories, a central dining hall, an outdoor amphitheater, and a state-of-the-art observatory. Visit KeystoneScienceSchool.org to learn more!

Job Summary:

KSS Board Members support various aspects of Keystone Science School by providing expertise and guidance (Talent), volunteering (Time), and leveraging financial support for KSS (Treasure). This position calls for a commitment to the organization for a three-year term, meeting every other month and as-needed for committees or other meetings. The ideal board member has excellent interpersonal skills, a willingness to learn and advocate on behalf of KSS, and has the ability to work well with other board members and all levels of management and staff.

Role of the Board of Directors:

- Acts as the fiduciary and guardian of the organizational assets;
- Reviews and approves KSS's budget;
- Establishes short- and long-term goals via the Strategic Plan;
- Assesses progress toward goals;
- Assumes stewardship responsibility for KSS's finances;
- Sets policies for the overall management and operation of the organization.

Expectations of Board Members:

- Attends regularly scheduled board meetings;
- Reviews agenda and supporting materials prior to meetings;
- Participates in committee work;
- Becomes informed about the policies and programs of KSS;
- Participates in fundraising activities and special events;
- Contributes financially according to ability at a meaningful level ultimately supporting a \$5,000 give or get guideline via personal giving and/or by opening doors to other funding or in-kind gifts;
- Participates in board orientation, regular meetings (held bi-monthly in Summit County Colorado on the fourth Friday of the month), and retreats as necessary;
- Complies with conflict-of-interest and confidentiality policies;
- Acts as an informed advocate of KSS.

Our required qualifications:

- Bachelor's degree from a four year college or university;
- Prior experience serving on a non-profit board;
- Connection to the community in which they live and ability to leverage support for KSS within that community;
- Skills in defined areas based on current board need;
- Ability to successfully pass a required background investigation;
- Interest in and passion for Keystone Science School.

Want to find yourself at the heart of *Science. Adventure. Fun?* Apply now!

Send your letter of interest and resume to HR@KeystoneScienceSchool.org. A KSS staff member will be in touch with you to discuss the process for becoming a KSS Board Member shortly thereafter.

Keystone Science School is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.