



## BOARD OF DIRECTORS JOB DESCRIPTION

Refugee Services of Texas, Inc. (RST) offers a unique and exciting opportunity to make an impact in your collective community, no matter where you live in Texas.

RST's mission is: *Guided by the principles of human compassion and dignity, Refugee Services of Texas welcomes refugees, immigrants, and other displaced peoples and supports them in integrating and thriving in their new communities.*

Founded in 1978, Refugee Services of Texas is a social-service agency dedicated to providing assistance to refugees and other displaced persons fleeing persecution based on race, religion, nationality, political opinion, or membership in a particular social group - as well as to the communities that welcome them. RST provides services to hundreds of refugees, asylees, survivors of human trafficking, and related vulnerable populations from over 30 different countries of origin each year.

Poised at the forefront of the United States' refugee resettlement efforts and faced with an unprecedented decrease in the number of refugees entering the country, RST seeks to expand the Board of Directors, both in our headquarters city of Dallas, as well as in the other Texas communities in which we provide services: Amarillo, Austin, Ft. Worth and Houston.

RST Board Members assist with fundraising, advocacy and marketing within their respective communities, while connecting to an elite group of cohorts through regular board and committee meetings. A commitment to actively use your unique skill set to benefit the successful resettlement and integration of refugees into our community will allow for personal and professional growth while providing a chance to "give back" during this crucial time in our country's history.

We are looking for individuals from diverse backgrounds and experiences. RST Board members are connectors, ambassadors, advocates, door openers, supporters, and advisors.

Specific Board Member duties include:

- I. **Respect, exemplify and uphold the mission of RST.** The Board of Directors is asked to stay current on basic knowledge of refugee resettlement in Texas and act as advocates for RTC and its clients.
- II. **Attend and actively participate in board meetings.** Five meetings of RST's Board of Directors will take place throughout the year, avoiding holidays and summer months. Four of these meetings will take place in Dallas, and one meeting will take place at another of RST's resettlement agencies located in Austin, Ft. Worth, Houston or Amarillo. Since RST has board members around the state, we will arrange and pay for travel to board meetings, and 1-2 meetings each year can be joined by telephone.

- III. **Actively participate in at least one committee.** Committees consist of a subset of the Board of Directors and/or a group of involved community members specifically interested in accomplishing a particular committee's goals. Current available committees include governance, finance, and development. Committee meetings occur in the months in-between board meetings, and may require additional time and responsibility outside of meetings.
- IV. **Represent RST in the community.** As much as possible, the Board of Directors should be present at RST-sponsored advocacy and fundraising events to actively represent the agency and its mission. Members are expected to facilitate networking opportunities by inviting their own contacts to these events as well.
- V. **Contribute.** RST benefits from its Board's time, talent and treasure in a variety of ways depending on each member's ability and interest. It is expected that RST will be among each board member's top three charitable recipients each year.

Potential ways of contributing to RST's financial sustainability include the following:

- a. Collaborating on events or special projects;
  - b. Introducing RST to potential donors or committee members;
  - c. Hosting an introductory event at one's home, place of worship or club gathering;
  - d. Donating monetarily and/or soliciting outside donations to RST's annual fund, special events or other campaigns;
  - e. Introducing RST to grant opportunities, foundation contacts, or corporate prospects including one's own place of work; and
  - f. Donating professional skills.
- VI. **Build the Board.** Building the board is a continual process. Members are asked to identify potential board candidates who will actively and substantially contribute to RST's long-term success, and assist with the onboarding of new board members.
  - VII. **Serve a minimum two-year term.** A member may seek re-election twice, for a total of (3) two-year terms. After a third term, a member will rotate off the board for at least one year and may be re-admitted with board approval.

Thank you for your interest in joining the Refugee Services of Texas' Board of Directors! Should you be interested in taking the next step, please contact Russell Smith, LMSW, CEO at [rsmith@rstx.org](mailto:rsmith@rstx.org) for the board member application and with any questions you might have.