



Massachusetts Oyster Project, Inc. - Nonprofit

Volunteer Development Committee Chair Role

Last updated on March 4, 2024

Mission

The Massachusetts Oyster Project, Inc. is a 501 (c) (3) nonprofit dedicated to improving water quality, marine habitat, coastal resilience, and biodiversity through the reintroduction of oysters into Massachusetts waters. For more information, please visit our website at www.massoyster.org

Mass Oyster's board of directors is a working board, which means rolling up your sleeves and getting hands-on with the operations of the organization. Members of Mass Oyster's board bring a diverse array of experience, skill sets, perspectives, and interests that collectively help move the Massachusetts Oyster Project forward. Currently, Mass Oyster employs 2 part-time staff (Executive Director and Program Manager).

As the Development Chair, you would serve as a member of the board of directors and chair of the Development Committee, one of several committees consisting of board members, advisors, and volunteers.

Board of Directors responsibilities include:

- Have a passion for the environment and the health of our ecosystem
- Drive the work of the organization, committing to about 5 - 10 hours of volunteerism per month (this may vary depending on the committee you serve on)
- Serve as an ambassador and representative of the organization
- Strategically leverage your network and connections
- Activate financial support and partnership opportunities
- Attend bi-monthly Board meetings and annual in-person meeting
- Actively participate in board and committee meetings as well as events.
- Make a personal meaningful annual financial contribution in connection with the end of year fundraising campaign
- Serve on at least one board committee

- Provide ongoing strategic counseling and advice
- Provide oversight and accountability for the organization

Development Committee Statement of Purpose

1. The purpose of the Development Committee is:
 - a. To fundraise for the organization's programs and operations
 - b. To form partnerships with external organizations to further the mission of the Massachusetts Oyster Project

Duties and responsibilities for the Development Chair

1. To raise funding for the annual budget for all activities and operations through events, grant solicitation, sponsorships, and earned revenue
2. To network, build relationships, and find meaningful partnerships that advance the financial position of the organization
3. The committee chair reports to the Board Chair

Operations

1. The Committee will meet with such frequency as is necessary. The Chair of the Committee will preside over Committee meetings. A majority of Committee members will constitute a quorum. Committee approvals will require a vote of a majority of the Committee members present at a meeting at which a quorum is present.
2. The Committee will report its activities to the Executive Director and Board on a regular basis and will keep minutes of its meetings.
3. The Committee may invite any director, officer, employee, outside advisor or other individual who is not a Committee member to attend Committee meetings or meet with Committee members, but such persons will not have voting power and will not be held out as Committee members. Any outside individual must sign a confidentiality agreement.
4. The Development Committee Chair is responsible for setting the committee meetings

Board terms/participation

MOP's Board Members will serve a two-year term to be eligible for re-appointment for additional terms. Board meetings will be held 6 times per year and committee meetings will be held in coordination with full board Meetings.

Service on MOP's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.

Contact

Please send resume and cover letter to Liv Woods, Executive Director, at liv.woods@massoyster.org. Subject Line: Mass Oyster Development Board Position