

Board Member Description

International Institute of Connecticut, Inc.

Bridgeport, CT 06605

203-336-0141

Email Resumes & Letters of Interest to azurowski@iiconn.org

www.iiconn.org



The International Institute of Connecticut is seeking candidates for the Board of Directors who have a passion for helping refugees, immigrants and their families integrate and achieve self-sufficiency. We're looking for innovative, dedicated, and energetic people who live or work in Connecticut to join the Board. We are especially interested in candidates who are community leaders and those who represent ethnic communities, and those with strategic planning, fund development, accounting, I/T, and marketing backgrounds. If interested, please contact Executive Director Angela Rossi Zurowski at 203-336-0141 or email azurowski@iiconn.org.

AGENCY DESCRIPTION: The International Institute of Connecticut, Inc. is a non-profit, non-sectarian social service agency dedicated to the needs of immigrants, refugees and their families. Support is provided through direct professional services, counseling, advocacy and the advancement of fair and humane public policy. Our experienced, multi-cultural staff and volunteers provide a broad range of programs, including:

- Refugee Resettlement & Employment Services
- Project Rescue: Anti-Human Trafficking Project
- Citizenship Preparation Classes & ESL
- Interpreter/Translator Services
- Immigration & Naturalization Services

ROLES AND RESPONSIBILITIES

- Attend all board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Make a personal financial contribution to the organization.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow conflict-of-interest and confidentiality policies.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

QUALIFICATIONS

- Ability to listen, analyze, think clearly & creatively, work well with people individually and in a group.
- Willing to prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal & financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
- Develop certain skills if you do not already possess them, such as to cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.
- Possess honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit's development, a sense of humor.