**Board Information**

**Expanding our Circle of Friends**

FOL wishes to extend opportunities for its Board and Committee membership by recruiting individuals who may not have served as PCVs in Lesotho but share our goals in “promoting friendship between the peoples of Lesotho and North America.” The Board believes that by expanding our pool of Board and Committee members, we will also increase our talent base and organizational effectiveness.

FOL needs members and friends with specific skill sets, including legal expertise, accounting and finance, fundraising, database management and computer skills, website management, newsletter, membership, and various project work. We need a talent pool to help do the committee work and participate in the discussions and decision-making e.g., deciding on which projects to fund each year.

In addition to the RPCVs who serve on the Board and various committees and task forces, we welcome applications and referrals from family, friends and colleagues of our members. Applicants may also include representatives from projects funded over the years or from individuals who were not able to serve in the Peace Corps but wish to make a contribution through FOL. We’re looking for people with a few hours a month to dedicate to the board or a committee.

The members of the Board of Directors of Friends of Lesotho are elected based on their ability and willingness to contribute to the achievement of the organization’s goals and objectives. You do not have to be a board member to serve on a committee or task force. The Board meets bi-monthly via conference calls and completes committee assignments between meetings. There are also committees and task forces that help carry out the Board work.

If you are interested or know of someone interested in serving on the Board or one of FOL’s Committees, please feel free to complete the Board of Directors and Committee Application Form at this website location or contact Scott Rosenberg, President, at [srosenberg@wittenberg.edu](mailto:srosenberg@wittenberg.edu).

**HELP FOL WITH YOUR EXPERTISE AND TIME**

**Board Service**

If you’ve always wondered how you could give a little more to FOL, now is the chance to volunteer your time, special skills, and enthusiasm. The members of the Board of Directors of Friends of Lesotho are elected based on their ability and willingness to contribute to the achievement of the organization’s goals and objectives.

* Directors are members who are elected on their ability and willingness to support the purpose of FOL
* Nominations are welcome year round
* General elections are held at the Annual Meeting in March
* Directors serve for two-year terms.

**Committees and Task Forces**

FOL members who do not wish to make a long-term commitment to the board are encouraged to:

* Join standing committees, or
* Work on special projects which match their skills and interests to the needs of the organization There are also committees and task forces that help carry out the Board work. These committees include Donation Distributions, Membership, Fundraising and Social Media/Website.

Board members chair the committees and task forces. For a summary of the expected level of commitment, see the Board and Committee description of work that follow.

If you're interested in serving on the Board or Committees, please complete the Board of Directors and Committee Application Form .

If you have any questions, please feel free to contact any of the Board members using their email addresses at the end of every newsletter found under Reports on the website..

#### Donations Committee

The Donations Committee has general responsibility for distributing charitable donations on behalf of Friends of Lesotho (FOL). FOL receives funds through donations and gifts by members and non-members and through fund raising activities.

The Donations Committee typically conducts its work via emails. The time commitment varies depending on how many applications are received in a given month, usually 2 to 4 hours. Committee members review applications for project funding and makes recommendations to the Board. Reviews may result in approvals as submitted, may require more information from the applicant, or may not be approved if out of the scope of FOLs policies regarding funding of projects in Lesotho.

#### Fundraising Committee

The Fundraising Committee determines the needed financial resources to sustain the organization and have the ability to fund projects as approved by the Donations Committee. The Fundraising Committee distributes an Annual Appeal Letter at the end of the calendar year via emails and links on our website. The Committee may also occasionally organize a GoFundMe initiative for special purposes (e.g. Covid Relief funding for food insecure communities).

#### The Fundraising Committee conducts its work via emails and conference calls as needed. The time commitment is most critical in the last quarter of the year prior to the Annual Appeal distribution. Committee members are encouraged to offer other ideas on how to raise funds throughout the year.

#### Membership Committee Overview

The Membership Committee maintains membership records for Friends of Lesotho. An important responsibility of the Membership Committee is to maintain a membership database. Currently the FOL database is a Microsoft Access database. The committee needs at least one member with a basic knowledge of Microsoft Access or database operations.

Membership Committee activities fall under the following categories:

**Data Entry**

* Entering new member contact information
* Updating existing member contact information when needed
* Entering donation information.

**Outreach**

* Develop and carryout programs to reach out to potential members such as PCVs, RPCVs and others who might have an interest in supporting the work of FOL. This work may include working with other FOL committees such as the Social Media and Newsletter committees.

**Member Support**

* FOL is occasionally asked to help people find colleagues and friends with whom they have lost contact
* The committee is sometimes asked to help groups that are organizing reunions and other gatherings to find ‘lost’ members.

**Board and Committee Support**

* Provide email and postal address lists
* Provide membership reports, including reports for Board Meetings and the Annual Report.

The Membership Committee conducts its work via emails and conference calls between quarterly Board meetings. The amount of work for members depends on the roles & responsibilities a committee member wishes to devote for on-going and specific projects.

**Newsletter Committee**

The Newsletter Committeepublishesan organizational newsletter for 2Q, 3Q, and 4Q mailings. An Annual Report is created by a separate editor for 1Q of the year to coincide with the Annual Meeting. A board member serves as coordinator for the Newsletter Committee. The Coordinator solicits articles from Board members and others who have an interest in FOL’s work. Two or more committee members serve as editors of the text sent them by the Coordinator. Another committee member focuses on *News From Lesotho* that would be of interest to our readers. A graphic designer formats the final version of the newsletter in preparation for distribution.

The Newsletter Committee conducts its work via emails every three months. The time commitment for the editors is estimated to be an hour or so for each issue and up to 3 hours or more for the compiler of *News From Lesotho*. The graphic designer devotes up to six hours using a template for a common look and feel for the publications.

**Social Media/ Website**

The Social Media and Website Committees are responsible for FOL’s Facebook page and organizational website. Both committees use the latest professional standards which also meet the needs of the organization, membership, and general readership. The on-going responsibilities include posting content on Facebook monthly and updating information on the website such as the Annual Report, quarterly newsletters, and other information requested by the Board. Committee members may be asked to generate content or make suggestions for design elements. The Chairs of the committees are responsible for the postings of additions and revisions.

The amount of time devoted to social media and website varies, depending on whether the work includes periodic updates or more substantial revisions. The Committee Chairs may conduct business via emails and occasional conference calls.

#### By-Laws Review Task Force

The By-Laws Task Force reviews and evaluates the organization’s By-Laws in the last quarter of the calendar year or on special request by the Board. The Committee drafts language to accomplish the intended changes and presents recommendations to the Board for approval. The Committee then submits recommended changes to be included in the annual ballot sent to members for a vote prior to the Annual Meeting.

The By-Laws Task Force conducts it work via emails and occasional conference calls as needed. The amount of time varies depending on the scope of suggested revisions. In a given year, the Task Force may only need to do a cursory review of the current by-laws and perhaps a conference call or more if additional discussions are warranted.

#### Annual Meeting Task Force

The Annual Meeting Task Force is responsible for the overall arrangement for an organizational meeting in March near Moshoeshoe Day in March. This includes establishing a time and date for the Annual Meeting in consultation with the Board, requesting suggestions for guest speakers, creating an agenda with the President and Secretary, and arranging the Zoom logistics with the Secretary. The Chair of the task force writes a newsletter article to promote the Annual Meeting and works with the website manager to create an announcement for the Annual Meeting. The Task Force includes a responsible person to create the Annual Report, post the Report on the website, and make arrangements to send out the link on the website to the membership.

The Annual Meeting Task Force conducts its work via emails and occasional conference calls as needed. The work of the task force begins in the last quarter of the calendar year and ends with the Annual Meeting. The amount of time devoted to the work of the Task Force is outlined in a process document that the task force chair would distribute.