



Plaza de la Raza Child Development Services, Inc.  
8337 Telegraph Road, Suite 300, Pico Rivera, California 90660  
Tel. (562) 776-1301 / Fax (562) 776-8712  
www.plazadelaraza.info

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## **Board of Directors Recruitment**

**Posted Date:** March 28, 2017  
**Position Title:** Board of Directors  
**Work Location:** Los Angeles County

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### **I. Program Summary**

The Board will support the work of Plaza de la Raza Child Development Services, Inc. and provide mission-based leadership and strategic governance. While the Executive Director leads day-to-day operations, the appropriate involvement of the Board is both critical and expected.

### **II. Summary of Duties**

Plaza de la Raza Child Development Services, Inc. is a community service organization based in South Eastern Los Angeles County since 1965. Plaza operates Head Start/State Preschool and Child Care Programs. Currently serving more than 1,200 Head Start children and 300 Early Head Start children. Our Head Start program operates under the guidance of the Los Angeles County Office of Education.

Plaza de la Raza Child Development Services, Inc. is now recruiting high quality community minded individuals for the Board of Directors membership. Successful candidates will join a progressive group of individuals dedicated to providing the highest quality programs possible for the children and families they serve. Specific Board Member responsibilities include:

#### **Leadership, governance and oversight**

- Serving as a trusted advisor to the Executive Director as she develops and implements Plaza's strategic plan
- Reviewing outcomes and metrics created by the Board of Directors for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Approving Plaza's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the CEO
- Assisting the Executive Director and board chair in identifying and recruiting other Board Members
- Partnering with the Executive Director and other board members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Representing Plaza to stakeholders; acting as an ambassador for the organization
- Ensuring Plaza's commitment to a diverse board and staff that reflects the communities Plaza serves
- Attending monthly Board meetings and committee meeting which are held prior to the scheduled Board meetings

#### **Fundraising**

Plaza Board Members will consider Plaza a philanthropic priority and make annual gifts that reflect that priority. So that Plaza can credibly solicit contributions from foundations, organizations, and individuals, Plaza expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.

### **III. Qualifications & Experience**

This is an extraordinary opportunity for an individual who is passionate about Plaza's mission and who has a track record of board leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her. To attract other well-qualified, high-performing Board Members.

#### **Ideal candidates will have the following qualifications:**

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- A commitment to and understanding of Plaza's beneficiaries, preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of Plaza's beneficiaries
- Service on Plaza's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.

### **IV. Special Requirements**

#### **Health Examination**

Must submit an initial health screening, tuberculin (TB) skin test or chest x-ray clearance, immunization records for measles, pertussis (Whooping Cough) and influenza. \*

#### **Criminal Record Clearance**

Before employment for all prospective Head Start/Early Head Start employees, individuals must complete finger print clearance from the Department of Justice (DOJ), Federal Bureau of Investigation (FBI), and Child Abuse Central Index (CACI). \*

*\* Failure to meet medical standards and/or criminal record clearance may result in withdrawal of member appointment.*

### **V. Application Procedures**

Applicants interested in the position must complete Plaza de la Raza application. Applicants may obtain an application from Human Resources department located at 8337 Telegraph Road, Suite 300, Pico Rivera, California 90660, or may download the application from the Careers section at [www.plazadelaraza.info](http://www.plazadelaraza.info).

Applicants must submit a complete application packet to Human Resources via email [vvillarruel@pdlr.org](mailto:vvillarruel@pdlr.org) or by regular mail to:

Plaza de la Raza Child Development Services, Inc.  
c/o Virginia Villarruel  
8337 Telegraph Road, Suite 300  
Pico Rivera, California 90660

#### **Application packets must include all of the following documentation:**

1. Cover letter
2. Board Member Application
3. Resume

For more information, please visit our website at <http://plazadelaraza.info>