



Call for Nominations:
SBN Board of Directors Job Posting
2024 - 2027 Term

The Board of Directors for the Sustainable Business Network of Greater Philadelphia (SBN) is now accepting applications for Board members.

How to Apply

Candidate application forms are available on our website. Applications are due no later than Monday October 30, 2023.

All candidates must complete the candidate application form, and include requested submissions detailed on that form. Send completed candidate application forms and/or any questions via email to SBNBoardApp@gmail.com.

Board of Directors: At-Large Position Description and Qualifications

The Sustainable Business Network of Greater Philadelphia (SBN) is seeking Board members to provide appropriate foresight, oversight, and insight in service of our mission, and work in partnership with the Executive Director to advance SBN's Vision, Mission, Core Values, and Strategic Objectives.

SBN Vision: We envision a future where businesses are investors in the quality of life for all citizens. We challenge and support the business community to build profitable enterprises that serve community needs, share wealth, and protect the environment.

SBN Mission: The mission of the Sustainable Business Network is to build a just, green, and thriving economy. We accomplish this by educating and growing a broad base of local, independent local businesses and educating policymakers and the general public.

SBN Core Values: Sustainability and Respect for the Earth, Community Self-Reliance and Cooperation, Diversity, Optimism, Authenticity and Accountability, and Pioneering leadership

SBN Strategic Objectives:

1. Equity and anti-oppression are embedded in all we do

2. Critical growth industries—the regional food system, renewable energy and energy efficiency, and green stormwater infrastructure—thrive in the region, creating opportunities for diverse small businesses and workers, providing family-supporting wages, enhancing equitable community development, and advancing climate resilience
3. The policies and budget priorities of the Commonwealth of Pennsylvania and City of Philadelphia support an economic ecosystem that centers localism, protects our environment, and ensures prosperity for all
4. SBN continues to be recognized as the region's thought and practice leader on local independent business issues, triple bottom line business practices, and an equitable, inclusive, and climate resilient economy
5. The region's diverse independent businesses are doing well by doing good
6. SBN has the infrastructure, and human and financial assets necessary to achieve our goals

Our ideal candidates are business owners or leaders with a track record of practicing – and measuring success by - the triple bottom line of people, planet, and profit; a proven ability to provide both strategic and innovative thought leadership; an orientation towards prioritizing the best interests of the Board, organization, and members; a demonstrated record of taking a cooperative and collaborative approach to their work; comfort and confidence in acting as an ambassador and connector for the organization; practiced at engaging in difficult and probing conversations both as a contributor and a listener; and has the capacity to invest the time the organization needs from Board members.

Key Responsibilities

The Sustainable Business Network of Greater Philadelphia (SBN) is seeking Board members to provide appropriate foresight, oversight, and insight in service of our mission. While day-to-day operations are led by SBN's Executive Director (ED), the best Board-ED relationship is a partnership, so appropriate involvement of the Board is both critical and expected.

It's important that each Board member is engaged and committed to attend all Board meetings and other standard duties of the Board. These include reviewing, understanding, and approving the organization's financial statements, including approving annual budget, audit reports, and material business decisions, assisting in identifying and recruiting new Board members and contributing to the annual performance review of the Executive Director.

Additional major responsibilities include:

1. **Board meetings:** Every Board member must prepare for, attend, and conscientiously participate in Board meetings (the Board currently meets for monthly 2 hour meetings on the 3rd Tuesday) and an annual 2-day Board Retreat in late February.
Most meetings will be held via Zoom, with approximately one meeting per quarter meeting in person. Board members may miss no more than one Board meeting per year. This time commitment is critical to an efficient and well-functioning Board.

2. Committees: Every Board member must prepare for, attend, and conscientiously participate on at least two of SBN's Board committees, or *lead* one committee. Each committee meets at varying frequencies depending on the needs of that committee. Some may meet monthly, while others meet seasonally. There may be additional time doing work between meetings.
3. Give/Get Policy: The Board has a formalized policy whereby every Board member is responsible for annually donating and/or generating (giving and/or getting) a minimum of \$1500 in revenue for the organization. Revenue generation can come in the form of new memberships, new sponsorships, offsetting existing costs with in-kind donations, direct donations; or working with the Executive Director and the Development Committee on an agreed-upon action for fundraising. The Give/Get policy follows SBN's fiscal year which ends September 30.
4. Event Attendance: SBN hosts many events throughout the year designed to recruit and support members, advocate on key issues, fundraise, and build community. Board members are expected to attend these events as regularly as possible, and may be asked to help plan and promote them.

Prior Board experience *preferred* but not required.

SBN encourages diverse candidates (e.g., race, gender, LGBTQ+, age, differently-abled, geography) to apply.

Board Terms

SBN's Board Members serve a three-year term to be eligible for re-appointment for one additional term. Board Meetings and Committee Meetings are held monthly. Each Board member must serve on at least 2 Board committees.

Board Committees

- **Development**: The Development Committee supports the organization to meet, and ideally exceed, its annual development goals by providing the Board with the resources and support it needs for mission-aligned revenue generation, including but not limited to membership and sponsorship cultivation and stewardship.
- **Finance**: The Finance Committee provides fiscal oversight and guidance; budget development support; and annual audit review to ensure the short and long term fiscal health of the organization.
- **Equitable Leadership**: The Equitable Leadership Committee is responsible for cultivating the current and future leadership of the Board. This includes an annual nominations process, orienting new Board members, and cultivating, facilitating, and empowering Board leadership throughout the year through planned development activities, with a focus on equity and justice.
- **Governance**: The Governance Committee is responsible for the general affairs of the Board, including thorough, secure, and accurate record-keeping, adherence to the bylaws and other and organizational Board documents.

SBN values the diversity of our region's assets, perspectives, and voices. We believe that the broadest possible participation of different races, genders, and other identities is vital to SBN's continued relevance and our ability to best serve our mission. As such, we strongly encourage people of color, women, members of the LGBTQ+ community, and other identities to apply for this and all open positions.

All qualified applicants will receive consideration without regard to race, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

About the Sustainable Business Network of Greater Philadelphia

The Sustainable Business Network of Greater Philadelphia (SBN) is building a just, green, and thriving economy. We empower the region's diverse independent businesses to do well by doing good; we advance industries critical to a vibrant, local, equitable, and climate resilient economy; and we advocate for an economic ecosystem that centers localism, serves community needs, shares wealth, and protects our environment.

SBN's members are local independent businesses that practice—and measure success by—the triple bottom line of people, planet, and profit. Our programming educates business owners about financially, socially, and environmentally responsible best practices; facilitates honest and supportive discussions among peers; and provides important opportunities for civic dialogue. Our advocacy focuses on solutions that advance a just, green, and thriving economy.

Since our founding in 2001, SBN has remained the region's only membership and advocacy organization playing the important role of serving Greater Philadelphia's diverse independent values-driven business community.

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