

Colorado Judicial Institute (CJI) Board Member Job Description

About CJI

CJI is an independent, nonpartisan, statewide community organization and 501(c)(3) nonprofit with the mission to promote excellence, equity, impartiality, and public trust in Colorado’s courts through outreach, education, and engagement. For more information about CJI and its work, please visit www.cjicolorado.org.

About the CJI Board

The CJI Board (“Board”) is a working Board made up of a dynamic and diverse group of community and business leaders, attorneys, and judges. The Board determines the organization’s mission and strategic plan. The Board selects, supports, and evaluates the performance of CJI’s Executive Director. The Board ensures strong fiduciary oversight, financial management, and fundraising and resource development. The Board approves and monitors CJI’s programs and services; enhances its public image; and ensures legal and ethical integrity. The Board also regularly assesses its own performance as the governing body of the organization.

While day-to-day operations are led by the Executive Director, the Board-Executive Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

Board Member Position Summary

Board Members are expected to support the work of the organization through their time and effort. They are encouraged to serve on CJI’s committees. They should view themselves as ambassadors for CJI and promote CJI’s work within their respective communities. Board Members are also expected to support the work of CJI financially, in accordance with CJI’s financial contribution policy. Finally, Board Members are expected to regularly attend and participate in Board meetings.

Position Description

Specific Board Member Responsibilities

- Duties of care, loyalty, and obedience per CJI’s bylaws and fiduciary duties policy.
- Acknowledgment and abidance of CJI’s bylaws and policies.
- Stay informed about CJI’s mission, goals, activities, finances, and needs; ask questions and request information; and not stay silent in the event of questions or concerns.
- Regular attendance and active participation at Board meetings.
- Active participation in committees or task forces, recognizing this is both a governing and hands-on working Board.
- Support for CJI programs and events.

- Act as an ambassador for CJI and promote its work.
- Work in good faith with CJI staff and other Board Members as partners in achieving CJI's mission and goals.
- Make a meaningful personal financial contribution to CJI, in accordance with CJI policy, and help with other fund development activities.
- Maintain confidentiality about CJI's internal matters.
- Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before and during meetings.
- Assist CJI in identifying and recruiting other Board Members.

Board Member Terms & Meetings

Board Members serve a three-year term and are eligible for re-appointment for two additional terms. Board meetings are held six times per year, typically every other month, and Board Member attendance at these meetings is expected. Board Members are also encouraged to serve on CJI's committees; the schedule of committee meetings varies by committee and committee activities.

Qualifications

This is an extraordinary volunteer opportunity for individuals who are passionate about CJI's mission and have the experience and drive to make a difference. Ideal candidates will have the following qualifications:

- Extensive professional experience and leadership accomplishments in business, the public sector, philanthropy, and/or the nonprofit sector.
- Genuine interest in CJI's mission and the desire and drive to make a difference.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and building consensus among diverse individuals.
- Personal qualities of integrity, credibility, and reliability.
- Commitment to fulfill the Board Member responsibilities outlined above.

Compensation

This is a volunteer position and Board Members receive no financial compensation, except for reimbursement of reasonable expenses in relation to Board Member duties.

Equal Opportunity

CJI believes in the principles of equal opportunity and encourages applications from qualified candidates who embody the diversity of Colorado.

How to Apply

To apply for the Board Member position, and learn more about the application process and timeline, visit CJI's website at www.cjicolorado.org and click How to Help > Volunteer > Join Our Board. The application deadline is March 15, 2025.