2021 RJI Board Description

Restorative Justice Initiative (RJI) is a citywide, multi-sector network of practitioners, advocates and community members seeking to increase support for, and access to, restorative justice approaches for all New Yorkers. We are a 501(c)3 nonprofit organization fiscally sponsored by the Fund for the City of New York.

We Communicate

We distribute information and resources to strengthen practices and promote ongoing learning and development.

We Connect

We foster relationships, connecting people and organizations across sectors. Since our formation in 2015, RJI has grown a highly engaged network of more than 3,500 restorative justice practitioners and supporters in the New York metropolitan area.

We Convene

We facilitate citywide strategic planning and host educational events that bring together experienced practitioners with energetic community members eager to forge a new way forward.

RJI is in the process of recruiting up to three new members for our Board of Directors. While the Board of the Fund for the City of New York has legal and fiduciary responsibility for RJI, they play no role in shaping our mission, governance structure or programmatic priorities. Our Board is tasked with working closely with the Founding Director to ensure that RJI has the necessary resources to carry out its mission effectively and with integrity. The Board is composed of individuals with a range of experience that is essential to building a positive organizational culture and fulfilling our mission.

Here's what board members do during their two-year term:

Restorative Justice Initiative Board Member Roles & Responsibilities

Weekly

- Respond to all RJI board emails/texts/Loomio messages within 48 hours, even if it just means acknowledging receipt of a message.

Monthly

- Engage in at least one of the board committees for 3-4 hours (Programs, Communications, Fundraising). This could be in person, by phone, or self-directed. Each board committee is chaired by a Board Member who takes responsibility for setting the agenda for meetings, facilitating meetings, tracking the progress of committee members on committee projects and reporting back to the Board on the committee's activities.
- Spend one hour supporting RJI fundraising. This could include scheduling and attending personal meetings with funders and potential funders; sending fundraising solicitations; organizing and/or attending an RJI fundraising event.

Quarterly

- Bring questions and your perspective to quarterly board meetings in-person or via Zoom video.
- Prepare in advance for the meetings by reviewing agenda notices, financial reports and meeting minutes (generally 15 minutes).

Annually

- Help plan and participate in an annual planning retreat day in the New York area (either in-person or by video), this is generally scheduled at least one month in advance.
- Approve an operating budget and fundraising plan for RJI.
- Participate in an annual review of the Founding Director.
- Raise a *minimum* of $1,000 to support RJI (the "Give or Get"). Members are encouraged to make a personal gift of at least $250.
- Participate in at least one three-hour training about grassroots fundraising.
- Participate in the Annual Meeting (one of the four quarterly meetings)

Special Board Roles (Officers)

Some board members have additional responsibilities if they serve as Chair, Secretary and Treasurer and are elected by the Board at the annual meeting:

Chair: The Chair leads, or designates a method of leadership, at all Board meetings. The Chair is responsible for ensuring that RJI's financial accounts, and other necessary paperwork required by law or by the Board, are properly kept, made and filed. The Chair adheres to thes RJI By-laws, and performs other duties as designated by the Board from time to time.

Secretary: The Secretary keeps the RJI meeting minutes and other records and serves notice of all meetings pursuant to the By-Laws. The Secretary maintains a list of each Board Member's term start date, and each Officer's term start date. The Secretary is the custodian of the records of RJI, and performs other duties as the Board requires.

Treasurer: The Treasurer exercises oversight over all the RJI finances, and ensures that all funds are deposited in RJI's account by the Fund for the City of New York (RJI's fiscal sponsor). The Treasurer prepares and presents a statement of the financial condition of RJI at each Board meeting. The Treasurer keeps correct books of account

of all the funds, assets and liabilities of RJI, and performs other duties as required by the Board.

Committees

The Board meets monthly in two committees that are building the organization's capacity. Our current committees are Fundraising/Development & Programs and Communications. Every Board member is expected to participate in at least one of the committees. Since the full board only meets 4 times per year, these committees are where much of the work of the Board takes place. Each committee is chaired by a Board Member who takes responsibility for setting the agenda for meetings, facilitating meetings, tracking the progress of committee members on committee projects and reporting back to the Board on the committee's activities.

Communications Committee: Meets on the *first Thursday evening* of every month. Uses a Google group and Slack for communicating in-between meetings. See Introduction to the Communications Committee for more details on what we do.

Fundraising/Development & Programs Committee: Meets on the *third Thursday evening* of every month (except months with a quarterly Board Meeting). See Introduction to the Fundraising/Development & Programs Committee for more details on what we do.

Here's the commitment that RJI makes to Board members. We:

1. Provide schedule notices for board meetings at least two months in advance
2. As much as possible, articulate a predictable meeting schedule for the board and board teams.
3. Provide materials at least 48hr in advance of most meetings. When meetings include financial information, provide that at least two days in advance. When proposing a change to the bylaws, provide 10 days written notice.
4. Maintain notes that are accessible to board members.

5. Be transparent about who is on the board and why.
6. Support board members with fundraising asks by providing training, support materials and data as needed.
7. Provide tech support that members need to fulfill their responsibilities.
8. Have tasty food at meetings that start and end as scheduled.

Current Meeting Schedules

Board meetings in 2022:

January 13
April 14
July 14
September 8