

**Purpose:**

To “befriend” other young professionals on behalf of FRIENDS of Broomfield, an organization supporting adults with intellectual and developmental disabilities, who have influence, affluence, and the willingness to work to promote the mission of, and ensure a strong future for the organization and those it serves.

Goals of BeFRIEND

- To BeFRIEND professionals in the community to spread FRIENDS’ mission and strategic objectives
- To raise funds to support FRIENDS’ Day, Residential, Social & Travel and Supported Employment programs
- To cultivate greater community awareness and to build partnerships in the Broomfield area and beyond
- To provide social, networking, development and volunteer opportunities that promote individual professional growth and organizational support for young aspiring and charitable professionals
- To increase corporate community and corporate support

Key Positions**Staff Liaison**

- The staff liaison acts as the communication conduit between FRIENDS’ staff and the BeFRIEND Board. This individual meets regularly with the BeFRIEND’S Board Chair and attends the full board meeting to be most up-to-date on the happenings of BeFRIEND. The Staff Liaison is responsible for ensuring BeFRIEND’S goals are in line with what is realistic and appropriate within FRIENDS. Finally, the staff liaison and Board Chair actively recruit potential new BeFRIEND members throughout the year as others’ terms come to an end or they resign. The Staff Liaison, a FRIENDS staff member, dedicates the necessary time to the group to keep them engaged, as well as resourced as possible.

Board Chair

- The Board Chair is the leader of BeFRIEND and acts as their representative in conjunction with the Staff Liaison. This position is voted upon by all members of BeFRIEND. Any member may nominate them self for election. The Board Chair provides guidance and leadership to other members of BeFRIEND, working closely with the Staff Liaison to best coordinate projects that mutually benefit FRIENDS and BeFRIEND. The Board Chair works with the Staff Liaison to review outcomes and metrics of the group and evaluates the impact and performance of BeFRIEND at regular intervals throughout the term year. The Board Chair will act as an ambassador to the community for BeFRIEND, occasionally representing the group at various networking functions. Finally, the Board Chair will both keep track of BeFRIEND’S feedback for the group and make sure they’re keeping up with their yearly expectations.

**Membership**

- Charitable, like-minded young professionals in and around the northwest Denver area
- Consist of 10 members
- Recruit through friends, community outreach, social media, networking events, etc.

Time Commitment

- Attend Monthly meetings and organizational fundraisers
- Commit to one year of service on the associate board

Location for Meetings

- FRIENDS of Broomfield and/or local establishments

Budget

- Members of the associate board must raise or give \$300 (\$25 monthly) a year
- Will decide on an annual budget as a group