



**JOIN THE MINDFUL REVOLUTION  
BECOME A BOARD MEMBER FOR SEEDS OF AWARENESS!**

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**Website** | [www.seeds-of-awareness.org](http://www.seeds-of-awareness.org)

**Budget** | \$1,100,000

**Seeds of Awareness, Inc. (“Seeds”)** is accepting applications for an administrative position to support our Family Counseling Center and organization as a whole.

Seeds is a collaboration of psychologists, psychotherapists, school counselors, educators and trainers who provide wrap around therapeutic and educational services to individuals, families, schools, organizations and community at large utilizing our mindfulness-based methodologies. Our mission is to transform schools and communities by cultivating awareness, empathy and connection. We value diversity and social equity in all aspects of our organization and we aim to increase access to social-emotional services by communities that have been systematically marginalized. Our vision is a future where emotional intelligence is the norm, where empathy and mindfulness are embedded in our education system, and where therapeutic support is accessible and commonplace. For more information about Seeds, please visit our website at: [www.seedsofawareness.org](http://www.seedsofawareness.org)

### **Summary of Director’s Responsibilities**

- Evaluate and uphold the organization’s mission and purpose
- Assist in monitoring program goals
- Support and evaluate the executive director
- Secure adequate resources for the organization to fulfill its mission
- Protect the organization’s assets and provide financial oversight while ensuring adherence to legal standards and ethical norms
- Enhance the organization’s public image

**Seeds of Awareness** strives to recruit directors and advisors who can provide the classic non-profit “3 Ws”: work, wealth and wisdom. Board members are expected to attend at least 75% of bi-monthly meetings. On average, board members spend 4-6 hours per month supporting Seeds by participating in board meetings, committees and supporting fundraising efforts. Members are asked to make a financial contribution that is deemed meaningful to them. The board also participate in efforts to raise money for Seeds through fundraising efforts, including attending fundraising events and connecting potential donors to Seeds.. Directors are elected by a majority vote by other directors. The board holds six regular two-hour meetings per year from 10:30am-12:30pm in Oakland.



### General Expectations and Responsibilities

The preferred candidate will have a background in fundraising, business, and/or non-profit. They will be morally aligned with our mission with an interest in mindfulness, social emotional education, social change and youth services. Additionally:

1. Attend all Board and applicable committee meetings. (75% minimum required)
2. Follow conflict of interest and confidentiality policies.
3. Assist the Board in carrying out its fiduciary responsibilities such as reviewing annual financial statements, budgets and accounting practices.
4. Provide candid and constructive criticism, advice and comments.
5. Serve on at least one Board committee and take on special assignments as needed.
6. Contribute to the fundraising projects and events through personal contributions and by generating support from friends and other contacts.
7. Participate in the governance through election of new officers, appointment of staff and other matters to fulfill the requirements under the articles of the organization.
8. Be committed to understanding the needs and diversity of the communities served by Seeds programs and services.
9. Function as a goodwill ambassador and spokesperson for the organization and its programs, acting in good faith and reflecting the best interests of Seeds and the communities it serves.
10. Possess a passion for nature, children, mindfulness and/or Social Emotional Learning; and the strong unwavering desire to work toward social change.
11. Possess the ability to make independent decisions, unencumbered by material conflicts of interest.

### Regular Meetings

Board meetings | 1st Tuesday 10:30a-12:30p  
Committee and task force meetings

### Estimated Time Demands

2 hours /every 6 weeks  
1-2 hours / every month

**Term** Election to a two-year term, subject to re-election

**Salary** | Unpaid Board Position

**How to Apply** | Email Doug Lerch at [doug@seedsofawareness.org](mailto:doug@seedsofawareness.org).