The women of GFS bring their gifts as a team to serve together as the GFS Board. Each role on the board plays a vital part in supporting girls, strengthening community partnerships, and expanding programs that support girls in Southern California. Become a board officer or volunteer on a board committee to help us carry the GFS motto into action: *Bear Ye One Another's Burdens.*

Board and Committee Member Meeting Requirement - All committee members must attend three scheduled board meetings per year (1.5–2.5 hours each)

Board Officers

President - The President provides leadership to the Board, presides at meetings, and serves as an ex-officio member of all committees except the Nominating Committee. The President represents GFS Outreach in internal and external settings and works closely with the Executive Director.

Time Commitment: 2–4 hours weekly.

Key Responsibilities:

- Prepare agenda and preside at board meetings and ensure effective governance practices.
- Meet regularly with the Executive Director (approx. 1 hour) to support strategic direction.
- Facilitate communication among board members.
- Assist the Executive Director with fundraising initiatives and donor relations.
- Support the work of the Executive Director with expertise, resources and referrals.
- Represent GFS Outreach at events and meetings as needed.

Vice President - The Vice President supports the President and assumes leadership responsibilities when the President is absent or upon request. This role also represents GFS-LA at Diocesan or other meetings as needed.

Time Commitment: As needed; attendance at Diocesan events.

Key Responsibilities:

- Preside at meetings when the President is unavailable.
- Represent GFS-LA at Diocesan or partner events.
- Provide general support to the President.
- Support the work of the Executive Director with expertise, resources and referrals.

Secretary - The Secretary maintains official records of the organization, prepares minutes, and assists with correspondence.

Time Commitment: 5 hours per meeting to attend and write up minutes (3 meetings per year).

Key Responsibilities:

- Prepare minutes for board meetings using digital transcription tools.
- Maintain accurate records of board actions and organizational documents.
- Sign documents on behalf of GFS when required.
- Assist with official correspondence.
- Support the Executive Director as needed.

Treasurer - The Treasurer oversees financial records, prepares financial reports, and ensures adherence to the annual budget and audit requirements.

Time Commitment: Up to 6 hours per month.

Key Responsibilities:

- Maintain accurate financial records.
- Prepare and present financial reports to the Board.
- Ensure the annual audit is completed.
- Monitor budget adherence and advise the Board on financial matters.
- Provide Executive Director with financial information in between board meetings.

Directors At Large

The bylaws provide for 3 Director at Large positions

Term: 1 year, renewable at the board's discretion

Time Commitment: Attend three scheduled board meetings per year (1.5–2.5 hours each)

Key Responsibilities:

- Contribute input at board meetings in the form of expertise, referrals, resources
- Make efforts to further the work of GFS in the Diocese of Los Angeles by spreading the message of the mission and programs of GFS.

Standing Committees

1. Support, Service & Outreach Committee

A. Sustaining Members Subcommittee - Maintains communication with Sustaining Members and Friends of GFS through newsletters and outreach.

Time Commitment: 6–8 hours per newsletter.

Key Responsibilities:

- Produce two newsletters per year (Spring and Fall) to share the message and mission of GFS.
- Collaborate with the Executive Director and the Board on messaging.
- Gather content, write, design, print, and mail newsletters.

B. Service Subcommittee - Coordinates outreach projects that reflect the GFS Motto: *Bear Ye One Another's Burdens.*

Time Commitment: 4–6 hours per event.

Key Responsibilities:

- Plan and execute service events (up to two per year).
- Coordinate supplies, volunteers, and logistics.
- Collaborate with Executive Director and Programs Committee for diocesan events.

C. Outreach Subcommittee - Builds community partnerships and alliances that enrich GFS member experiences.

Key Responsibilities:

- Support Executive Director by identifying and vetting potential partnerships with community organizations.
- Support programs and events by organizing collaborative opportunities with partner organizations.

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2. Programs Committee - Coordinates events that bring girl members together across all programs and branches, ensuring creativity, quality, and mission alignment.

Time Commitment: Varies by event; includes planning, execution, and annual review.

Key Responsibilities:

- Support Executive Director with planning recreational gatherings, weekend camps, and diocesan events.
- Support the Executive Director in implementing new programs (e.g., Global Catalyst).
- Oversee all programs to ensure quality and mission alignment.
- Conduct an annual program review and report at the Annual Meeting.

3. Communications Committee - Ensures that GFS messaging is fully delivered through website, social media, and publicity.

Time Commitment: 6–8 hours per year.

Key Responsibilities:

- Conduct an annual review of social media, website, and publicity materials.
- Provide recommendations to strengthen messaging and outreach.
- Report findings at the Annual Meeting.

4. Grant Committee - Oversees the GFS Outreach Grant for Girls, reviewing applications and selecting recipients.

Key Responsibilities:

- Review and score applications from February–May.
- Interview applicants and participate in selection meetings.
- Collaborate with the Executive Director on MOUs and program monitoring.
- Assist the Executive Director in managing the Grant programs as needed

Time Commitment: Up to 8 hours per year.

5. Ambassadors Committee - Cultivates a supportive network of GFS members ages 18–30 through communication and mentorship.

Time Commitment: 15–20 hours per year.

Key Responsibilities:

- Conduct bi-monthly outreach to Ambassador members.
- Work with the Chaplain to develop mentorship strategies.
- Support faith-based and community-building initiatives.

7. Chaplain - Provides spiritual leadership, worship preparation, and mentorship for GFS programs and board officers.

Key Responsibilities:

- Offer reflection and prayer at board meetings.
- Prepare worship for GFS programs and events.
- Serve as spiritual counselor to Board Officers.
- Mentor the Ambassadors Committee.

6. Scholarship Committee - Oversees the Supplies for Success Scholarship Program.

Time Commitment: 5 hours during June and July.

Key Responsibilities:

- Maintain and update the application format and process.
- Review and score applications.
- Inform recipients and coordinate disbursement with the Treasurer.

8. Nominating Committee - Oversees the nomination process for Board Officers and committee members.

Time Commitment: 4–5 hours in January of election years.

Key Responsibilities:

- Review nomination forms.
- Prepare recommendations for elections.
- Conduct work primarily in January of election years.