



Board of Directors Roles

Each biennium, Officers and Directors are elected to serve a two-year term on the My Serenity Sanctuary Board of Directors and assume their office immediately. Directors are eligible to serve three consecutive terms (for a total of six years) in the same office and are not precluded from serving as a director in another designated office. To be considered for any open role on the Board of Directors, please submit your letter of interest, biography/resume, and complete the [board application](#).

The My Serenity Sanctuary (MySS) Board of Directors is a volunteer working and governance board committed to the organization's development, growth, and success. The roles below describe our board structure.

We seek professionals with experience relevant to the position for which they are applying. Previous nonprofit or corporate Board experience is preferred.

Current open positions on the Board of Directors are listed in our My Serenity Sanctuary Board Application; to be considered, please submit your résumé and complete the application in full.

The My Serenity Sanctuary Board of Directors is a volunteer working and governance board committed to fulfilling its duties to support the organization's development, growth, and success.

Board Chair

The Board Chair plays a crucial leadership role in guiding the organization's vision and strategic direction in consultation and partnership with the Founder & CEO. This role also involves working with and collaborating closely with fellow board members to ensure effective governance and alignment with promoting self-care and advocacy for Black women and girls. The Board Chair will facilitate board meetings, drive the development of organizational policies, and ensure that the board fulfills its responsibilities in supporting the organization's growth and sustainability. This leader will be a key spokesperson, representing My Serenity Sanctuary at community events and programs and fostering essential partnerships to enhance the MySS impact. The Chair will possess strong leadership and interpersonal skills, strong strategic planning and fundraising skills, a deep commitment to the organization's mission, and a passion for empowering and advocating for the communities we serve. Travel to Los Angeles for key meetings and events is required. Los Angeles based is preferred.



Vice-Chair and Director of Governance & Nominating

The Vice-Chair and Director of Governance play a crucial role in supporting the Chair of the Board and the Founder & CEO in overseeing the strategic direction and governance of My Serenity Sanctuary. This board position sits on the executive committee and will lead the development and implementation of governance policies and procedures, board recruitment, development, and engagement, as well as strategic planning and oversight. The Vice-Chair will collaborate closely with fellow board members to foster a cohesive and effective governance structure that aligns with the organization's mission and values.

Treasurer

The Treasurer of My Serenity Sanctuary, serving as a key member of the executive committee, is responsible for overseeing the organization's financial health and sustainability. This role encompasses preparing and managing budgets, financial reports, and forecasts, and ensuring compliance with all regulatory requirements and accounting standards. The Treasurer will work closely with other board members to develop financial strategies that support the organization's mission, provide guidance on financial policies, and present financial updates to the board and stakeholders. Strong analytical skills, attention to detail, and a commitment to the nonprofit sector are essential, along with a passion for promoting self-care, well-being, and community support.

Secretary

The Secretary of My Serenity Sanctuary, a vital member of the executive committee, is responsible for ensuring effective governance and documentation within the organization. This role involves preparing, distributing, and maintaining accurate board packages, including agendas, minutes, and reports, as well as overseeing the organization's official records and managing key correspondence. The Secretary will also play a crucial role in organizing and facilitating board meetings, ensuring that all members have the necessary materials and information to make informed decisions. Strong organizational skills, attention to detail, timeliness, and a commitment to confidentiality are essential, along with a passion for advancing the mission of self-care and well-being of women and girls.



Director of Development

The Director of Development is a key leadership role on the My Serenity Sanctuary Board of Directors, responsible for creating and leading a dynamic fundraising and development team to support the organization's mission. This board role involves strategizing and implementing comprehensive fundraising initiatives, including securing sponsorships, cultivating partnerships, soliciting in-kind donations, engaging donors, and pursuing grant opportunities. The Director of Development will also identify and develop paid opportunities that align with our mission, ensuring sustainable financial growth and community engagement. The ideal candidate will possess strong leadership skills, a passion for our cause, and a proven track record in fundraising and relationship-building within diverse communities.

Director of Programming & Events

The Director of Programming will play a pivotal role in shaping My Serenity Sanctuary's (MySS) mission and impact by creating and overseeing a dynamic team of volunteers dedicated to developing and implementing innovative programs and special events that foster self-care, wellness, and community engagement. This board role involves strategic planning and coordination of the organization's diverse programs, including the online community, self-care summit, Girls2Great initiative, partnership programming, and fundraising events. The Director will collaborate with other board members and key stakeholders to ensure that all programs align with the MySS vision and values, enhance participant experience, and drive community involvement. The ideal board member will possess strong leadership and project management skills, a passion for self-care and wellness, and a commitment to advancing My Serenity Sanctuary's mission through impactful programming, both online and in person. Los Angeles, CA-based is preferred.

Director of Marketing & Communications

The Director of Marketing & Communications leads social media and external communications to build public interest and strengthen brand awareness for My Serenity Sanctuary. This role will be the guardian of the organization's brand identity and lead the strategic marketing program, including developing the marketing strategy, social media plans, and public relations/media efforts. The Director will ensure consistency in messaging, uphold the brand's identity, and set communication standards. Additionally, the Director of Marketing & Communications will produce and distribute marketing materials, such as the newsletter, press releases, flyers, invitations, and oversee marketing and branding for special events, website management, social media posts, and content creation. The Director will collaborate closely with the Directors of Programming & Events, Development, and Advocacy & Community Outreach.



Director of Advocacy & Community Engagement

The Director of Advocacy will be responsible for developing and implementing strategies that support Black women and girls, focusing on creating a comprehensive policy agenda that outlines key issues to advocate for and how to approach them. This board role requires building strong visibility, relationships, and networks with political, civic, and business leaders to amplify our mission and influence policy change. The Director will also collaborate with like-minded organizations to build coalitions that enhance our brand and advocacy efforts and drive meaningful impact. Working closely with the Founder, this board member will ensure the alignment of goals and maximize opportunities for collaboration and support within the community. The ideal board member will have relationships/connections with the California non-profit, business, or local political communities, understand public policy and advocacy efforts, and have a passion for self-care and wellness. California-based is preferred.

Director-at-Large (Five Seats)

The Director-at-Large at My Serenity Sanctuary serves as a voting member of the Board of Directors and provides strategic guidance, governance oversight, and fiduciary stewardship to advance the organization's mission, programs, and sustainability. This role participates actively in regular board meetings, events, and annual board retreats, contributes to policy development and long-range planning, supports fundraising and community advocacy efforts, and serves as an ambassador for My Serenity Sanctuary by promoting its values and building relationships with key stakeholders. The Director-at-Large is expected to exercise sound judgment, maintain confidentiality, uphold ethical standards, and prepare for meetings by reviewing materials in advance. Each Director-at-Large must serve on at least one standing or ad hoc committee and contribute meaningfully to its work, goals, and deliverables.

Apply Now!

Interested parties should send an email containing their resume or bio and the completed application, with the subject line of the volunteer board position of choice, to Gwen Mitchell, Vice Chair, Director of Governance and Nominating, at gwen@myserenitysanctuary.org.

To learn more about My Serenity Sanctuary, please visit our website at: <https://www.myserenitysanctuary.org>.

Thank you for your interest.