2024 PJI Board Member Job Description

Summary

PJI informs, inspires, and mobilizes local pretrial changemakers working to end mass incarceration. Our framework for change is Local Antiracist Pretrial Justice (LAPJ), where community members and public officials partner to implement decarceral solutions rooted in equity, safety and well-being for all. Members of our Board of Directors provide guidance on organizational strategy and support for organizational leadership while ensuring accountability for pursuing PJI’s mission in alignment with our values.

Primary Responsibilities and Duties

Relational

- Bring your personal equity journey to your role with PJI
- Establish shared values and norms for the Board to nurture a trusting, open, and productive environment
- Serve as a support and sounding board for PJI’s Executive Partners, and support the EP’s success
- Periodically attend PJI events and follow and respond to social media and outreach communications to stay engaged with our work and be visible to staff and funders

Strategic

- Critically review, discuss, and approve PJI’s strategic plan, ensuring that it aligns with our mission and vision for Local Antiracist Pretrial Justice
- Commit to a leadership role on the Board that is the best use of your time and talents
- Work with the Executive Partners to establish annual performance goals, and hold EPs accountable for achieving goals and fulfilling the strategic plan
- Support PJI’s programmatic activities, including sharing business opportunities and identifying areas for PJI to deepen our engagement with the field

Fiscal

- Review and approve PJI’s annual budget, considering whether it is fiscally sound, aligns with the strategic plan, and incorporates an acceptable level of risk
- Review PJI’s financial statements on a monthly/quarterly basis to ensure the organization remains financial healthy, and that concerns are discussed openly
- Contribute to PJI’s fundraising strategy, including taking steps to connect PJI to individual or philanthropic donors and/or taking part in fundraising appeals

Administrative

- Calendar and attend at least four meetings of the Board each year, including an annual meeting
- Be prepared to contribute approximately 3 hours/month to the work of the Board
- Review bylaws annually and update as needed
- Maintain Board documentation, including conflict of interest and whistleblower policies and Board information forms
- Participate in the hiring or firing of Executive Partners, if needed

**Leadership**

- Serve as a lead or participate on a committee that aligns with your time and talents. Some roles are ongoing, and others as ad hoc as the need arises.
- Leadership opportunities include Board Chair, Finance Lead/Treasurer, Leadership Coaching & Accountability, Fundraising & Business Development, Recruitment, Governance, and other topical committees

**Organizational Background**

At PJI, we are one partner in the pretrial justice movement, which includes organizers, advocates, researchers, public officials, technical assistance providers, and countless others working nationally and locally on an array of reforms, from incremental improvements to radical reimaginations. PJI’s role in this movement ecosystem is to work in partnership with community members and pretrial officials to translate community members’ vision for safety, fairness, and equity into tangible pretrial policies and practices. We do this by leveraging our 45-year history of working within pretrial processes, our technical knowledge of pretrial best practices, and our unwavering commitment to racial justice.

**Our Values in Service of Pretrial Justice**

- **Dignity** - recognizing, respecting and honoring the humanity of others
- **Equity** - fairness that is specific to a person's needs and identity
- **Liberty** - freedom and agency/autonomy to make decisions for oneself and participate fully in life
- **Safety** - freedom and protection from danger or harm
- **Accountability** - holding oneself and being held responsible for the impact of one's actions and words.
- **Community** - a state of being or existence where an identified collective feels honored, safe and valued. A shared sense of belonging/being.

**Our Culture**

Since our founding in 1977, PJI has advocated for improvements in pretrial justice, and we have continued to reinvent ourselves as the field has evolved. We are a learning organization, and our policy positions and advocacy are informed by historical context, multidisciplinary research, policy analysis, lessons learned from the field, and the voices of people with lived experience. We engage in rigorous debate, we seek creative and collaborative solutions, we admit when we're wrong, and we respect diverse perspectives. Most importantly, we value the humanity of everyone who touches and is touched by pretrial justice.
In 2018, team members at PJI began an equity journey that has deeply influenced the way that we approach our work. Individually and collectively, we have explored the racial history and context of our lives and our work, sought to understand and challenge the role of white supremacy and its culture in our day-to-day existence, and reckoned with past decisions that perpetuated structural racism and inequitable power structures. We have taken action to center equity in our own organization, from changing our hiring practices to questioning hierarchical systems of accountability, and we’ve learned that antiracist work is incredibly challenging and incredibly rewarding. Our internal work is ongoing, and we’ve reached the point where an equity lens is a non-negotiable element to everything that we do. Without a culture where racial justice and equity is demonstrated in both practice and programming, we cannot execute an antiracist strategy.

PJi operates under a shared leadership structure that recognizes no single person as having ultimate or final power. PJI has two executive partners who co-lead the organization, have a single board vote, and are governed by the board of directors. A shared leadership structure honors the talents and capacities of PJI leadership as well as models the power, liberation, and effectiveness of equitable and inclusive leadership. Staff function within topical portfolios and work both within and across portfolios in a distributed leadership structure designed to leverage the full knowledge, skills and experiences of the team regardless of title or position. The board also operates in a distributed leadership structure, with every member having an equal vote and everyone stepping into leadership roles that align with their time and talents.

As a virtual office with employees across the country, the PJI team conducts its collaborative work primarily via Zoom video conferences, Trello project management software and Google Apps. The team convenes as a full staff at least once per year during our staff retreat.

**HOW TO APPLY:**

Please submit a one-page letter of interest in response to the prompts below. Letters must be submitted to jobs@pretrial.org by August 31, 2023.

- Why are you interested in joining the Board? What resonates with you about PJI’s mission, values, and/or work?
- What would you like to bring to the Board?
- What do you hope to get out of your experience as a board member?
- Is there anything else that you would like us to know?

**FOR MORE INFORMATION:**

Visit pretrial.org/boardcall to learn more—and R.S.V.P. for one of two summer information sessions. Or reach out to Meghan Guevara anytime at meghan@pretrial.org.