

BOARD OF DIRECTORS

Volunteer Board Member | Hybrid Participation

Website: www.niculiawilliams.org

Office: 2143 Springs Road, Suite 55, #233

Vallejo, CA 94591

Work Location: Hybrid | Quarterly Meetings

Version: 1.0 | 2026

Email: info@niculiawilliams.org

Phone: 707-654-4523

Position Type: Volunteer | Uncompensated

Accountable To: Board of Directors

About the Foundation

The Niculia “Nikki” Williams Education & Equity Foundation was established to honor and continue the life, service, values, and community legacy of Niculia “Nikki” Williams.

Mrs. Williams believed deeply in the potential of children, the importance of education, the strength of families, and the responsibility to create opportunities for others. Throughout her life, she demonstrated those values through her service to young people, families, faith communities, and community-based organizations.

The Foundation transforms that legacy into action by investing in people, organizations, and initiatives that expand opportunity, develop leaders, strengthen communities, and help children and families thrive. Our work includes scholarships and fellowships, youth leadership and development, girls’ and women’s programs, health and wellness, nonprofit leadership development, workforce development, community partnerships, special project grants, and other initiatives consistent with Mrs. Williams’ legacy of service.

Our Purpose

The Foundation exists to educate, empower, and create opportunities for the next generation while investing in the people and organizations working to strengthen communities.

We seek to combine philanthropy with direct programming, leadership development, partnerships, and community investment. As the Foundation grows, we intend to remain entrepreneurial, collaborative, community-centered, and responsive to emerging needs and opportunities.

Position Overview

The Foundation seeks engaged, mission-driven individuals to serve as volunteer members of its Board of Directors. Board members provide governance, fiduciary oversight, strategic direction, philanthropic support, and community connections to advance the Foundation’s mission and long-term sustainability.

Board service is an opportunity to help shape a growing philanthropic institution while carrying forward a legacy of service, compassion, and community leadership.

Primary Responsibilities

- Exercise the fiduciary duties of care, loyalty, and obedience; act in the Foundation’s best interests and in furtherance of its charitable mission.
- Oversee financial integrity, budgets, internal controls, appropriate use of charitable assets, and organizational performance.
- Support compliance with applicable nonprofit laws, governing documents, conflict-of-interest policies, and Board-approved procedures.
- Attend and participate actively in four quarterly Board meetings annually, in person or virtually.
- Participate in Board committees, strategic planning, and special initiatives as appropriate.
- Attend and support Foundation signature events, including the Annual Dinner, Women’s Leadership Breakfast, leadership retreats, and other designated activities.
- Serve as an ambassador; help identify donors, sponsors, partners, and opportunities to advance the Foundation’s programs.

- Participate in fundraising and make a personally meaningful annual contribution consistent with individual capacity.

Qualifications & Experience

The Foundation welcomes individuals from education, law, healthcare, finance, business, philanthropy, public service, nonprofit leadership, community advocacy, and other relevant backgrounds. Ideal candidates demonstrate:

- Commitment to educational opportunity, equity, and community advancement.
- Integrity, sound judgment, discretion, and collaborative leadership.
- Willingness to contribute time, expertise, relationships, and resources.
- Governance, fundraising, financial oversight, or organizational leadership experience is welcomed but not required.

Meeting & Event Participation

Board members are expected to attend quarterly meetings and, whenever practicable, participate in at least two signature events annually. Additional committee work, fundraising outreach, and occasional planning activities may take place between meetings. Hybrid participation will be available for Board meetings.

Board Service & Fiduciary Relationship

This is an unpaid volunteer governance role, not employment or an independent contractor engagement. Board members owe fiduciary obligations to the Foundation and exercise independent judgment in carrying out their duties. Terms of service, appointment, renewal, removal, and officer responsibilities are governed by the Foundation's bylaws and applicable law.

Collaboration

Board members work collaboratively with fellow directors, the Founder & Chief Executive Officer, Foundation leadership, contractors, volunteers, donors, and community partners, while preserving the distinction between Board oversight and day-to-day management.

Expression of Interest

Interested individuals are invited to submit a brief statement of interest and professional biography or résumé to info@niculiawilliams.org. Visit www.niculiawilliams.org to learn more.

An Evolving Role

As the Foundation grows, Board priorities and opportunities may evolve with its programs, partnerships, and resources. We seek individuals who are excited about helping build an institution and carrying forward a legacy of service for future generations.

Building Opportunity. Advancing Equity. Honoring a Legacy.