

## **Community Health Services**

### **Job Description for Member of Board of Directors**

**Position Title:** Member, Board of Directors  
**Term Length:** Two years  
**Responsible to:** Board of Directors

**General Purpose:** As a collective body, the Community Health Services (CHS) Board of Directors governs the organization, assures adherence to all applicable laws, and is accountable to the public. The Board has the overall responsibility for the organization and is charged with supervision and oversight.

#### **Responsibilities:**

- Commits to the mission, vision, legacy and purpose of CHS.
- Hires, establishes standards, evaluates and supports the Executive Director.
- Delegates the management of the organization to the Executive Director.
- Plans and positions CHS for its future by establishing long range plans, goals, and policies for the organization.
- Remains up-to-date with CHS's bylaws, organizational structure, policies and governance, and responsibly complies with them.
- Attends Board meetings and participates in Board discussions and decision-making. Stays informed about Board matters, prepares well for meetings, and reviews and comments on minutes and reports.
- Assumes leadership positions on committees, task forces and other activities.
- Serves as an active participant on at least one committee and attends regular meetings of those committees.
- Attends CHS's events, programs and fundraising activities.
- Secures financial resources and oversees their responsible management.
- Ensures CHS's viability.
- Annually contributes financially to CHS, according to one's means.
- Actively recruits new volunteers and supporters and acts as a goodwill ambassador for CHS.
- Reviews and approves annual budget and establishes fiscal oversight.
- Develops skills to improve Board member performance.
- Develops new networks and constituencies to benefit CHS.
- Governs the affairs of the Board of Directors.
- Informs the public and CHS's constituencies of the efficiency and effectiveness of CHS.
- Follows through and completes assignments within deadlines.

**Qualifications:**

- Recognized as a leader within their community, industry or profession; prior nonprofit Board experience preferred.
- Has access to corporate, individual or community resources
- Effective and open communication skills, displays interpersonal sensitivity, willingness to resolve conflicts in a productive manner
- Decision-making and planning skills
- Team player, carries a fair share of the work
- Analytical and problem-solving ability, conceptual thinking
- Flexible, displays initiative and inclusiveness
- Willing to make and fulfill a commitment
- Honesty, sensitivity to and tolerance of differing views; friendly, responsive and patient; exhibits integrity and a developed sense of values; concern for the agency's development; a sense of humor.
- Willingness to support and encourage the staff

**Time Commitment:** Generally 3 to 5 hours per month, includes meetings, preparation and outreach.