



Broward Healthy Start Coalition, Inc.

Together, supporting mothers and babies

Our mission is to lead the Broward County maternal child health system of care serving mothers, infants and families; promoting health and well being to achieve a successful pregnancy and a healthy start in life.

Board of Directors - Board Member Job Description

Accountability

A Board Member's primary function is to provide governance, expertise and fundraising support for the Broward Healthy Start Coalition, Inc. ensuring the needs of the organization are fully met. All actions by a Board Member must support the mission and strategic plan of the organization. Board Members ensure the overall fiscal integrity of the organization and ensure transparency.

Specifics

Governance: Board Members ensure that the organization is run with integrity and under the proper rules and regulations as defined within the By-Laws and as dictated by the State and Federal laws that apply to nonprofit corporations.

Audit: Board Members will ensure that periodic audits are performed regarding financials, programs/services and organizational structure and be prepared to participate as needed when such audits occur.

Community Relations: Board Members serve as ambassadors for the organization in the community requiring a current understanding of the organization's mission, financials, programs, donor opportunities and volunteer opportunities.

Board Development: Board Members are provided at least one opportunity annually for leadership development and/or continuing education training. Board Members may be asked to commit to a one-day or two-day retreat for the purpose of team building and strategic planning.

Meetings: Board Members are expected to attend regularly scheduled board meetings on a monthly basis. The Board currently meets on the 4th Thursday of the month on a monthly basis from 9:30 am to 11:30 am. Board Members are encouraged to actively participate in all meetings. Board Members should be aware of the meeting agenda, have read previous meeting minutes and be prepared to discuss agenda items. Board Members will always base their decision making on outcomes that support the mission.



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Board Committees/Task Forces: Board Members will be asked to serve on at least one Committee and in many cases may be asked to serve as a Committee Chair. Board Members are expected to attend regularly scheduled meetings of such Committee

Fundraising: Board Members ensure the success of all organizational fundraising initiatives as needed by the Fundraising Committee. Board Members may, as required within the By-Laws, make a commitment to personally give or acquire a certain amount of donations annually for the organization

Terms: Board Members shall hold office for a period of two (2) years, but may be reelected for additional terms of two (2) two (2) year terms. A Board member may serve for no more than six (6) years. Terms may be extended beyond the six (6) years at the recommendation and determination of the Nominating Committee and approved by the Board of Directors. After a lapse of one (1) year, former Board member representatives are again eligible for election to the Board of Directors.