Volunteer Board Member

REPORTS TO: Board President
TERM: 2 Year Term (Renewable for up to 3 Terms)
REPRESENTING STATUS: Member Organization Seat / Independent Seat
CLASSIFICATION: Volunteer
LAST REVISED: November 2014

SUMMARY:
An HFA Board Member is a volunteer role that serves as a voting member of the HFA Board and a steward of the organization. A Board Member is expected to keep themselves up-to-date on issues that affect the bleeding disorders community as well as be knowledgeable about HFA's mission, services, policies and programs.

A Board Member develops and approves policies and monitors and participates it the organization's fiscal health and fundraising. Working with Executive Director, the Board also develops a plan that outlines the strategic, long-term future of the organization. A Board Member is ultimately responsible for the overall performance to achieving its mission.

A Board Member must be actively curious and interested in strategically contributing to the organization. The ability to work with others, actively listen to and thoughtfully gather and process the opinions and thoughts of others is extremely helpful.

KEY RESULTS: (This is "why" the role exists.)

Policies and Governance
- Establish policy and determine the mission and purpose of the organization

Strategic Planning
- Create and update a strategic plan that fulfills the organization's mission
- Ensure the mission is met and needs of the bleeding disorders community are served
- Select, support and evaluate the Executive Director. The Executive Director is the board's only employee.

Fiscal Oversight
- Ensure adequate resources are available to carry out the work of the organization and fulfill its mission

Fundraising
- Ensure funding is sufficient to carry out strategic plans of the organization

Awareness
- Continually facilitate the flow of communication and collaboration with HFA and member organizations and the national community

REQUIRED TASKS: (This is "what" an individual in the role does.)
- Act as a delegate for your Member Organization and represent their needs on HFA's Board
- Attend all Board Meetings (1 in person, 3 phone annually)
    - If unable to attend, alert your alternate or Executive Director. In your absence, your alternate will have voting rights for your Member Organization

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- Be prepared and informed for meetings. Review agenda and supporting materials prior to board and committee meetings.
- Contribute to board meetings and special events.
    - This includes actively listening and asking questions and adding expertise and views in order to further board discussion
- Carry out the board's fiduciary responsibilities, approve the annual budget and review and monitor financial statements
- Report to HFA on activities of interest at your local Member Organization
- Communicate HFA information back to your Member Organization regarding opportunities to work with HFA and utilize HFA services to benefit your local community
- Encourage your Member Organization's own Board of Directors to further their own understanding of HFA to better utilize HFA's services and improve their support locally
- Represent HFA positively to individuals, the public and other organizations
- Encourage local community members to utilize HFA services
- Serve on at least one HFA Committee, Working Group or other Volunteer Capacity
- Support HFA through financial contributions according to personal circumstances
- Commit personally and become an annual Individual or Family Member of HFA
- Suggest nominees to the board who can make a significant contribution to the work of the board and the organization
- Follow conflict of interest and confidentiality policies

COMPETENCIES AND KEY BEHAVIORS: (This is "how" the person in the role acts.)

Accountable for Self	Takes responsibility for one's own actions and performance, regardless of outside forces.
Collaborative Communication	Perceptively deal with others and interact in a positive manner. Listens analyzes, thinks clearly and creatively, makes decisions and work effectively with people individually and in groups.
Problem Solving	Tackles problems by using facts and a logical, systematic, sequential approach. Uses balanced judgment.
Sense of Mission	Dedicated to organization and community-building. Have deep personal integrity and a developed sense of values.

REQUIRED EXPERIENCE & QUALIFICATIONS:

- Passion for bleeding disorders community
- Ability to look strategically at issues, including the interconnectivity of topics
- Bring professional or personal experiences that lend valuable expertise to board table
- Willingly to stretch outside of comfort zone to offer ideas an input
- Prior experience serving on a local or national board is a plus but not mandatory
- Some evenings, weekends and travel may be required

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