



**REPORTS TO:** Board Chair

**TERM:** 2 Year Term (Re-electable twice for total of six years)

**CLASSIFICATION:** Volunteer

**LAST REVISED:** December 2023

**SUMMARY:**

An HFA Board Member is a volunteer who serves as a voting member of the Board and as a steward of the organization. Board members report to the Board Chair. Board Members contribute to developing and approving strategic direction, plans, policies, and budgets. In addition, Board Members monitor and participate in the organization’s fiscal health and fundraising. Board Members are ultimately responsible for HFA’s overall performance in achieving its mission.

A Board Member must be actively curious and interested in strategically contributing to the organization. Board members are expected to keep current on HFA matters and issues impacting the Bleeding Disorders community. Board Members are expected to apply due diligence in their decision-making and to keep open minds by listening to and evaluating information and opinions.

**KEY RESULTS:** (This is “why” the role exists.)

Policies and Governance

- Establish policies and determine the vision, mission, and key responsibilities of the organization Strategic Planning
- Create and support a strategic plan that positions the organization toward achieving its vision and fulfills the mission to assist, educate and advocate for the bleeding disorders community

Fiscal Oversight

- Accept fiduciary responsibility for the organization, monitoring financial plans and reports Fundraising
- Actively support efforts to ensure funding is sufficient to carry out the strategic plans of the organization

**REQUIRED TASKS:** (This is “what” an individual in the role does.)

- Attend and participate in all Board Meetings
- Be prepared and informed for meetings
  - Review agenda and supporting materials prior to board and committee meetings
  - Contribute to board meetings and special events
  - Active listening, asking questions and adding expertise and views to further discussion
- Carry out the Board’s fiduciary responsibilities including approving annual budget and



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reviewing and monitoring financial statements

- Represent HFA positively to individuals, the public and other organizations
  - Encourage local community members to utilize HFA programs and services
- Serve on at least one HFA Committee, Working Group or other volunteer activity
- Attend and support HFA at its annual Symposium
- Support HFA through financial contributions according to personal circumstances
  - Maintain current Individual or family HFA membership
- Suggest nominees to the Board who can make a significant contribution to HFA's work
- Respect and adhere to conflict of interest and confidentiality policies

**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 offer ideas and input
- Engagement through thoughtful dialogue, problem solving and compromise
- Prior experience serving on a local or national board is a plus but not mandatory
- Some evenings, weekends personal time and annual travel are required

**2024 DESIRED SKILLS AND EXPERTISE:**

The HFA Board is committed to diversity, equity, and inclusion among its officers and directors. In addition, we are seeking individuals who possess experience and expertise in the fields of Human Resources, Public Relations, pharmaceutical industry, and who are bilingual.

**ELIGIBILITY FOR SERVICE:** Like many organizations, HFA has restrictions on who can serve on our Board of Directors due to conflicts of interest:

- Individuals employed by a manufacturing, pharmacy, specialty pharmacy, homecare, or insurance companies engaged in development, health care coverage, and/or sales of therapies utilized by individuals to ensure, diagnose, prevent or treat bleeding disorders may not serve as a member of the board of directors.
- Individuals receiving income from Hemophilia Federation of America (HFA) or other national bleeding disorder organizations are not eligible to serve on the board of directors or a voting member of committees.