

BOARD MEMBER JOB DESCRIPTION

An effective and involved Board of Directors is critical to the success and well-being of Mental Health America in Sheboygan County. To achieve our mission, we must assure that we have a strong and vibrant Board of Directors.

Board members are responsible for the programs and fiscal management of the organization. They:

1. help establish policy;
2. commit to financial responsibility;
3. personally contribute their time; and
4. exert personal skills and influence for the benefit of MHA.

Board members promote and support the mission and work of the organization through:

1. reviewing (when necessary) and understanding all written policies, procedures, and documents of the organization;
2. attending monthly board meetings (expectation of attending a minimum of 75% of all board meetings) and being prepared to discuss agenda items;
3. actively participating on at least one monthly committee meeting (expectation of attending a minimum of 75% of the chosen committee monthly meetings);
4. participating in programs, services, and activities of the organization when possible;
5. assisting with the annual There is Hope suicide awareness and prevention walk through one or more of the following ways: donor solicitation, volunteerism (i.e. event set-up/take down, committee work), personal, corporate, or in-kind contribution;
6. committing to an initial 3-year board membership term.

The board member is responsible to the board president and his/her committee chairperson.

Board members are encouraged to provide financial support through There is Hope, annual Holiday mailing, and/or other MHA event.

Board members must possess a commitment, awareness, and willingness to learn about mental health issues.

This is a volunteer position. No financial compensation will be provided for services. Reasonable expenses incurred for organization business may be reimbursed with prior approval.

THE RIGHT OF A BOARD MEMBER

1. To bring any concern about the organization to the attention of the board.
2. To initiate relevant business for board consideration.
3. To express opinions about issues before they are voted on.
4. To request additional information about the organization, about issues brought before the board, and about general concerns.
5. To organize support on the board either for or against any matter brought before the board for a vote.
6. To receive written minutes of board meeting and request changes in minutes.
7. To receive written or verbal committee reports at each meeting.
8. To be informed of board business within sufficient time to allow for study and consideration.
9. To receive information as to meeting dates, times, and location.
10. To participate on committees of interest.
11. To have up-to-date by-laws and agency policies.

MEETINGS

BOARD OF DIRECTORS

The Board of Directors is organized according to the by-laws of the organization.

The Board of Directors meets the second Tuesday of the month at noon at our Open Door, peer support & recovery center program site location (817 N. 8th Street, Sheboygan, WI). Attendance is monitored. Please call the office when you are unable to attend a meeting. A minimum attendance of 75% of board meetings is expected.

EXECUTIVE COMMITTEE

This committee is comprised of the officers of MHA. Under certain circumstances, the Executive Committee may act on behalf of the full Board.

AGENDA

Prior to a board meeting, board members receive via email a meeting agenda, minutes from the previous meeting, staff reports, financial reports and other pertinent information.

The meeting format is in accordance with Robert's Rules of Order.

COMMITTEES

Committees are formed according to the by-laws of the organization. Each board member is expected to serve on at least one committee. Committees meet according to a schedule determined by the members of the committee. Committee reports are heard at Board meetings. Attendance at committee meetings are monitored. A minimum attendance of 75% of committee meetings is expected. Current committees are:

PERSONNEL AND FINANCE/BUDGET COMMITTEE

- Review the monthly budget including payment of bills.
- Address personnel issues along with the executive director.
- Hire the executive director with approval from the board.
- Conduct the annual evaluation of the executive director.
- Make a proposal to the board for annual salaries for staff.
- Compile the annual budget for final approval by the board.

PROGRAM DEVELOPMENT AND ADVOCACY COMMITTEE

- Plan, direct, and coordinate MHA's educational efforts.
- Promote the mission of the organization with the involvement of staff.
- Communicate with local, state, and national legislators regarding mental health legislation.
- Act as an advocate for needed services based on periodic assessment and an evaluation of existing mental health services.

OUTREACH AND VISIBILITY COMMITTEE

- Create visibility for MHA.
- Carry out the annual Friends of Mental Health America campaign and/or additional fundraising/community event.
- Nominate potential board members and officers.
- Serve as mentor for new board members.
- Monitor attendance at board and committee meetings.

THERE IS HOPE COMMITTEE

- Responsible for the annual There is Hope walk for suicide awareness and prevention in August.
- Develop promotional materials.
- Solicit corporate sponsors.
- Obtain items for bucket raffles and the silent auction.
- Contract with individuals to provide t-shirts, music, etc.