

## **W.o.M.a.N. Board Positions & Role Descriptions**

Helping women heal, reclaim their worth, and become their most empowered selves.

Note: All Board Members roles are voluntary and non paid positions.

### **Board President:**

Provides overall leadership and vision for the board. Oversees board meetings, ensures alignment with the mission, and supports strategic direction, partnerships, and governance.

Key Duties:

- Lead board meetings and ensure participation
- Guide organizational strategy and priorities
- Serve as primary board spokesperson when needed
- Partner with the Executive Director for long-term planning

### **Vice President:**

Supports the President and serves as their backup. Provides leadership continuity, helps manage special projects, and ensures board operations run smoothly. Key Duties:

- Step in when President is unavailable
- Lead committees or initiatives as needed
- Help onboard new board members
- Support board engagement and communication

### **Treasurer:**

Oversees financial accountability, budget review, and funding insights. Works with Executive Director and any fiscal agents or accountants.

#### Key Duties:

- Review and present financial reports
- Provide oversight for budgets and grant compliance
- Help inform financial strategy and sustainability

#### Secretary:

Manages meeting notes, board communications, and document records. Helps coordinate schedules and ensure accurate documentation.

#### Key Duties:

- Record and distribute meeting minutes
- Maintain board files and records
- Support board communications and scheduling

#### Legal & Governance Lead:

Provides legal insight and ensures nonprofit compliance. Supports bylaw updates, conflict of interest policies, and helps the board navigate legal responsibilities.

#### Key Duties:

- Advise on governance and nonprofit regulations
- Review key legal documents or contracts
- Help guide conflict resolution and ethics policies

#### Board Development & Fundraising Lead:

Helps build the board team and raise support. Leads recruitment outreach and supports donor engagement, fundraising campaigns, and sponsorship efforts.

#### Key Duties:

- Identify and recruit potential board members
- Help design fundraising strategies and events
- Support donor stewardship and communication

## **Marketing & Social Media Chair:**

Leads digital outreach and marketing strategy. Ensures the organization has a strong online presence and communicates its mission with clarity and consistency.

Key Duties:

- Manage and support social media and newsletter content
- Help create campaign materials and outreach tools
- Collaborate on branding and storytelling

## **Wellness & Coaching Programs Advisor:**

Advises on healing-based programs such as workshops, coaching, and self-development activities. Supports curriculum refinement and trauma-informed approaches.

Key Duties:

- Co-develop or refine wellness-based content
- Provide coaching or facilitation guidance
- Support programming for self-worth and growth

## **Director of Holistic Self-Care & Caregiver Support:**

Guides caregiver and self-care programming, including yoga, sound healing, and self-nourishment tools for overwhelmed women and caregivers.

Key Duties:

- Develop holistic support tools and events
- Lead or oversee self-care workshops
- Bring mindfulness, rest, and restoration into programming

## **Community Partnerships Liaison:**

Builds bridges with local churches, nonprofits, wellness providers, and community groups. Helps grow visibility, referrals, and event collaboration.

### Key Duties:

- Initiate partnership conversations
- Represent W.o.M.a.N. at local events
- Coordinate shared events or referral pathways

### **Spiritual & Faith-Based Advisor:**

Provides spiritual insight and supports faith-rooted programs, prayers, and healing circles. Offers wisdom, reflection, and grounding in spiritual growth.

### Key Duties:

- Offer prayers or devotional reflections during meetings/events
- Help integrate faith-based care into healing work
- May support or co-lead prayer, faith-rooted workshops, and church partnerships.

### **Director of Trauma & Healing Initiatives:**

Leads or advises on trauma-informed healing programs. May be a licensed therapist, healer, or someone with lived experience in emotional trauma recovery.

### Key Duties:

- Co-develop or support “Healing to Wholeness” workshops
- Ensure programming is emotionally safe and trauma-informed
- Support grief, inner child work, or community healing