



Harm Reduction Sisters Board of Directors

Positions & Committees

Thank you for your interest in joining our Board of Directors at Harm Reduction Sisters! Our team consists of a network of participants, volunteers, staff, and board members who believe in creating a more just future and increased linkages to care for people who use drugs. We are a team of diverse, interdisciplinary, and feminist harm reductionists.

This guide will walk you through the roles and expectations involved with serving as a member of our Board. For any questions, email us at info@harmreductionsisters.org.

Board members serve for a two-year term and can be nominated for one additional two-year term.

Board members are the fiduciaries who are responsible for ensuring the sustainable future of Harm Reduction Sisters by adopting sound, ethical, and legal governance and financial management policies and by making sure the organization has adequate resources to advance its mission. Board members are also responsible for hiring and setting the compensation for a talented Executive Director to run the day-to-day operations of the organization.

Board members are expected to:

- Be informed about harm reduction principles and practices
- Prepare for and attend monthly board meetings
- Be an active member of at least one subcommittee (as listed below)
- Participate in fundraising initiatives
- Advocate for the mission of Harm Reduction Sisters in the community and beyond
- Get to know one another and build a collegial relationship and foster community

We seek board members that are:

- Understanding of harm reduction practices and do not hold judgement against people who use drugs or people who engage in sex work
- Passionate about bringing people together that care about harm reduction work to work together with integrity and purpose
- Passionate about community based public health work and believe in the right to have clean syringes for injecting drugs
- Trauma informed, whether through work or lived experience, and who share the passionate feminist, antiracist values of Harm Reduction Sisters

Additionally, ideal board member candidates would be:

- Community oriented and aware of the social landscape on Northern MN
- Have relationships in the community that can provide linkage to care and resources for participants and build the HRS network

Board Chair serves for one, two-year term

The chair serves as the chief volunteer of the organization, working as a partner to the Executive Director toward achieving the mission of the organization.

Specific duties of the Chair include:

- Prepare and distribute the agenda and all supporting documents prior to Board meetings
- Lead all Board meetings or request the Vice Chair to lead upon absence
- Oversee the development and implementation of a strategic plan
- Monitor financial planning and financial reports that are brought before the Board of Directors
- Appoint chairs of committees when committees are formed
- Provide assistance to Volunteer Committees upon request
- Annual evaluate organizational progress toward achieving the mission of Harm Reduction Sisters

Board Vice Chair serves for one, two-year term

The Vice Chair works closely with the Board Chair and all other Board members on all initiatives in preparation to be the successor to the current Board Chair. The Vice Chair also performs responsibilities of the Chair in their absence.

Board Secretary serves for one, two-year term and can be nominated for one additional term

The secretary maintains records and ensures effective management of the records of Harm Reduction Sisters. They manage and distribute the minutes of every board meeting. The secretary is familiar with legal documents regarding Harm Reduction Sisters and notes their applicability during Board meetings.

Committee Chair

Committee Chairs lead their committee members through completing the responsibilities set forth for their committee by the Board of Directors.

Specific duties include:

- Determine logistics and scope of the committee (i.e., where to meet; how many members and what type of talent are needed to effectively and efficiently complete committee work; and how often the committee should meet)
- Recruit volunteers to serve on the committee
- Prepare and distribute committee meeting agendas and all supporting documents
- Lead committee meetings
- Ensure meeting minutes are recorded and distributed to the Executive Director and Board Chair in a timely manner
- Assign work to committee members
- Attend monthly Board meetings and provide a report in full about the progress of the committee and subsequent decisions and recommendations. In addition, submit a brief written report to the Secretary for inclusion in the Board minutes

Committees

Operations & Personnel

Committee is responsible for making sure the Board is functioning well, employee-related policies and procedures are updated, and provides support or consultation to the ED regarding personnel issues.

Art & Advocacy

Committee is responsible for collaborating with local artists to promote and further the mission of HRS. This includes creating creative promotional materials and planning events.

Program

Committee is responsible for creating and updating all programmatic policies and procedures for HRS services. This includes identifying the needs and gaps that could be addressed through adjustments to existing programs or development of new programs.

Finance

Committee is responsible for making sure all of HRS' finances are current, accurate, and complete. This includes reviewing financial statements and budgets and identifying issues for Board discussion.

**If you are interested in joining our Board, we encourage
you to fill out our application form!**

<https://forms.office.com/r/K0jgz4nRqc>