



The Wellness Couch Board Member Job Description

Members of the Board are responsible for ensuring the organization's long-term success, financial integrity, and adherence to its mission of promoting wellness and holistic health. This includes upholding the duties of care, loyalty, and obedience. Board members are expected to bring their expertise, experience, and judgment to bear on the organization's decisions and operations.

We can only achieve these goals through the commitment, participation and good faith of every member.

I. Specifically, the Duties of The Board:

Duty of Care: Exercise sound judgment and prudence in decision-making, acting in the best interests of The Wellness Couch.

Board members shall fulfill this duty by:

- Actively participating in all board and committee meetings.
- Thoroughly reviewing and understand all relevant materials, including financial statements, reports, and proposals.
- Using their own judgment, free from undue influence, when making decisions.
- Prioritizing the organization's interests over personal or external interests.
- Monitoring financial performance, ensuring legal compliance, and assessing the effectiveness of programs and initiatives.

The Duty of Loyalty: Prioritize the organization's interests above personal or external interests, avoiding conflicts of interest.

Board Members shall fulfill this duty by:

- Always acting in the best interests of the organization, placing its goals and mission above personal or external interests.
- Disclosing any potential conflicts of interest and refraining from participating in discussions or decisions where a conflict exists.
- Protecting sensitive information about the organization, board discussions and strategic plans.
- Not using the board to benefit yourself, your business, or your family members financially or otherwise.
- Making decisions regarding the organization without being influenced by external relationships, pressures, or incentives.
- Promoting integrity and transparency in all activities.

- **Duty of Obedience:** Adhere to The Wellness Couch's mission, ensuring that all activities align with the legal and ethical standards.

Board Members shall fulfill this duty by:

- Ensuring that all actions, decisions, and initiatives align with the organization's core mission and purpose.
- Abiding by the organization's bylaws, articles of incorporation, and policies, ensuring that decisions are consistent with these guiding documents.
- Ensuring that the organization operates within the bounds of all applicable laws and regulations, including those related to nonprofit governance, financial reporting, and employment.
- Promoting and enforcing ethical practices within the organization, ensuring that all activities are conducted legally and ethically.
- Regularly review programs, policies, and initiatives to ensure they support and further the organization's mission.
- Ensuring that funds and resources are used in accordance with the wishes of donors and in alignment with the organization's mission.
- Upholding the organization's values and ensuring that its actions reflect its commitment to ethical and legal standards.

II. To achieve excellent Board Governance and Community Oversight, **other obligations of Board Members include:**

- Support and evaluate the performance of the Chief Executive Officer (CEO) or Executive Director.
- Contribute to the board's work by actively participating in meetings, serving on committees, and engaging in discussions.
- Serve as an ambassador for The Wellness Couch, promoting its mission, values, and programs within the community.
- Assist in fundraising efforts by leveraging personal and professional networks.
- Foster relationships with key stakeholders, including donors, partners, and community leaders.
- Attend high-profile events

Individual Board Member Qualifications & Responsibilities

To truly be a *great nonprofit board member* requires *good character*, a *strong commitment to the cause*, the *gift of time*, and a *willingness* to use personal and professional resources to advance the organization's mission.

Qualifications

- Proven leadership experience in business, nonprofit management, government, or another relevant sector.
- Knowledge in areas such as finance, law, strategic planning, fundraising, or organizational development is highly desirable.
- A strong commitment to The Wellness Couch's mission, values, and goals.
- High ethical standards and a reputation for honesty and transparency.
- Ability to make sound decisions based on a deep understanding of the organization's needs and context.
- Strong interpersonal skills and the ability to work effectively in a group setting.
- Willingness to work on areas the need strengthening like fundraising, networking, board member recruitment.

Responsibilities

Legal and Fiduciary

- Actively participate in the board's fiduciary responsibilities, such as understanding and reviewing the organization's annual financial statements, watching for red flags, asking questions, and requiring clarification. Make sure you have a clear understanding of the organization's financial health.
- Complete Conflict of Interest forms annually and adhere to the organization's Code of Ethics

Oversight

- Be informed about the organization's mission, services, policies, and programs.
- Monitor progress toward achieving goals and measuring impact of the organization's programs and services.
- Review agenda and supporting materials prior to Board and committee meetings and come to meetings ready to actively participate.
- Keep up to date with developments in the organization's field.
- Board and management should work together to set policies and implement them

Governance and Operations

- Attending all Board and committee meetings and functions.
- Serve on committees or task forces and offer to take on special assignments.
- Suggest possible nominees for the Board who can make meaningful contributions to the work of the Board and the organization.
- Follow conflict of interest and confidentiality policies

Board and Staff Relations

- Work with the Board to develop the agenda and materials for each meeting.
- Send the agenda and accompanying materials at least five business days prior to the meetings.
- Record concise minutes and action items with assignments and work with the Board to approve the minutes so that they can be sent out to the members within 2 to 3 business days.
- Work with the Chair to develop all the appropriate reports for Board meetings.
- Work with the Board to ensure that individual Board members are adequately educated about the basic principles and best practices in fundraising, including the design of a donor-centered organization.

Fundraising

- As part of their fiduciary responsibility, many board members are actively involved in making sure that the organization has the money it needs. This may include making a personal contribution, but also serving as an advocate with a foundation, corporation, or government entity, organizing a fundraising event, or hosting a benefit. This also includes face-to-face solicitation of other individuals.

Representation of constituencies and viewpoints

- Inform others about the organization.
- Board members and executive directors should engage a diverse cross-section of key stakeholders. They have to know what matters to the constituents they serve as they make key decisions that impact those who are served by their organization.