



## **Board Member Position Description**

Members of the Fidelity Wellness Board of Directors are collectively responsible for ensuring effective governance and overseeing fiscally sound programs, as well as for setting the strategic direction of the organization. Board members serve as decision-makers, developing policies to govern operations as well as monitoring the organization's financial and program performance.

Board members are elected by the board for a term of one year, serving no more than four consecutive terms. (Those elected to fill a vacancy will serve the remainder of that term and may be reelected for two additional terms.) The following spells out our mutual expectations of board members. Each board member is making a statement of faith about every other board member, trusting that each will carry out these duties to the best of her or his ability.

The mission of Fidelity Wellness is to support women veterans and sexual assault survivors on their journeys to towards self-actualization, transmuting their trauma to live purpose-filled lives.

### **Legal and Fiduciary Role of the Board**

- Accept responsibility for ensuring Fidelity Wellness reaches its mission and vision while remaining a strong and healthy organization.
- Maintain and promote high ethical standards in making good-faith decisions while avoiding actual or perceived conflicts of interest with other activities or organizations.
- Commit time, thought, and effort to establishing goals, strategies, and priorities for Fidelity Wellness, developing good governance policies, defining program outcomes, and monitoring their effectiveness.
- Ensure that the organization has adequate resources to achieve its goals and meet its responsibilities.
- Accept the duty of obedience to state and federal laws governing nonprofit corporations as well as following the organization's articles of incorporation, bylaws, policies and contract agreements.
- Accept responsibility for Fidelity Wellness fiscal accountability: know the budget and take an active part in reviewing, approving, and monitoring it, together with fundraising.
- Assure the confidentiality of board discussions and records.
- Avoid all direct or indirect intervention in campaigns supporting or opposing candidates for public office in the name of Fidelity Wellness or when using Fidelity Wellness assets.
- Accept responsibility for hiring, evaluating, and overseeing the work the chief executive or top personnel.
- Assess the board's performance as the governing body.

## Specific Duties of Individual Board Members

### Participation in Board Meetings and Between-Meeting Communications

- Attend and actively participate in all regular and special board meetings (about 12 per year), as well as board retreats, planning sessions, and board development workshops (about one per year).
- Notify board colleagues whenever another commitment or illness will prevent attendance at a meeting.
- Be well-informed and prepared for meetings, including reviewing all financial documents and other meeting materials.
- Contribute skills, knowledge, and experience and strive to communicate effectively.
- Respect and listen carefully to differing opinions and viewpoints.
- Hold fellow board members and officers accountable for performing according to board policies.
- Be accessible and responsive, at least by phone or e-mail, to staff and other board members as needed.

### Committees

- Serve on at least one board committee or in an officer role.
- When serving on a committee, attend and actively participate in committee meetings and between-meeting work of the committee.

### External Communications

- Know, support and be able to effectively communicate the organization's mission, activities and needs to external audiences.
- Support all decisions made by the Board and represent Fidelity Wellness in a positive light to the public.
- Serve as an advocate for the organization within your circles of influence (personal, business, faith, civic, etc.) and/or invite Fidelity Wellness representatives to speak at group meetings you attend.

### Financial Support

- Maintain a current membership in Fidelity Wellness and/or make a meaningful personal financial contribution.
- Participate in securing adequate resources for the organization in whichever manner is most suitable for you:
  - Direct individual solicitation
  - Writing and distributing mail appeals
  - Assisting with grant writing and reporting
  - Coordinating work on fundraising events

- Identifying friends and associates who might benefit the organization's fundraising

#### Specific Duties of Committee Chairs and Champions

- Be aware of and implement the committee's annual responsibilities as outlined in board policies and plans.
- Provide timely notice of all committee meetings to committee members, including adequate information about topics to be discussed.
- Inform the board President or staff of any action items that must go before the board at least seven days prior to any regularly scheduled board meeting.
- Participate in the annual budget process to ensure adequate provision is made for any income or expenses related to the committee's work.

#### Fidelity Wellness Commitments to Board Members

- Board members will receive without request: ample notice of all meetings, minutes of all board meetings, regular financial reports, and any other information relevant to upholding their responsibilities.
- Board officers and staff will respond in a straightforward and thorough fashion to any questions board members have and feel are necessary to carry out their fiscal, legal, or moral responsibilities to this organization.
- Directors and Officers Liability Insurance will be provided, and to the extent allowed by law, indemnification from liability for reasonable and necessary actions will be offered.
- Board members will be reimbursed for reasonable expenses in conducting and attending to Fidelity Wellness board business.
- Board members' time will be respected and effort will be made to use each person's talent effectively.