



## **Board Member Position Description**

*NAMI Central Texas is dedicated to improving the lives of all individuals affected by mental illness through education, support and advocacy programs.*

### **Position**

The Board of Directors supports the work of NAMI Central Texas and provides mission-based leadership and strategic governance. While day-to-day operations are led by NAMI Central Texas's Executive Director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. **At-large board members are expected to serve an average of 7-10 hours per month.**

### **Leadership, Governance and Oversight**

Specific Board Member responsibilities include:

- Serving as a trusted advisor to the ED as he/she develops and implements NAMI Central Texas's strategic plan
- Reviewing outcomes and metrics created by NAMI Central Texas for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics
- Reviewing agenda and supporting materials prior to board and committee meetings
- Approving NAMI Central Texas's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Representing NAMI Central Texas to stakeholders; acting as an ambassador for the organization
- Contributing to an annual performance evaluation of the ED
- Assisting the ED and board chair in identifying and recruiting other Board Members
- Partnering with the ED and other board members to ensure that board resolutions are carried out
- Ensuring NAMI Central Texas's commitment to a diverse board and staff that reflects the communities NAMI Central Texas serves
- Fully preparing for, regularly attending, and actively participating in board meetings and committee assignments

### **Financing the Mission**

NAMI Central Texas Board Members will consider NAMI Central Texas a philanthropic priority and make personal annual gifts that reflect that priority. To ensure that NAMI Central Texas can credibly solicit contributions from foundations, organizations and individuals, NAMI Central Texas requests that 100% of Board Members make a minimum annual contribution of \$1,000 (\$500+ personal contribution/\$500+ raised from others).



### **Board Terms/Participation**

- Board members will commit to fulfill the responsibilities of the NAMI Central Texas Board Member Agreement.
- Board Members will serve their first full term (3 years), in accordance with the NAMI Central Texas Board Agreement, to be eligible for re-appointment for additional terms. Each Board Member may serve for a maximum of six years consecutively.
- Board members are expected to attend monthly board meetings.
- Board members shall serve on at least one committee.

### **Qualifications**

This is an extraordinary opportunity for an individual who is passionate about NAMI Central Texas's mission and who has a track record of board or community leadership.

Ideal candidates will have the following qualifications:

- A conscientious steward who is as interested in the business of developing the organization and overseeing its health as they are in promoting its programs
- A commitment to devote time to learn how NAMI Central Texas functions—its uniqueness, strengths, and needs
- Informed, available and engaged; willing to attend meetings and represent the organization or its interests at community events and within donor circles; willingness to help bring in necessary resources
- Is an expert specific to the mental health field, donor committed to the cause, or community leader able to attract support
- Able to strengthen the organization because of the expertise they bring from their business, professional or service background
- Savvy diplomatic skills and a natural affinity for cultivating relationships and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of those affected by mental illness
- Service on NAMI Central Texas's Board of Directors is without remuneration, except for accommodation costs in relation to Board Members' duties.



### **Board Leadership Roles (Executive Committee)**

Time Commitment for leadership roles is an average of 10-15 hours per month.

#### **Board President**

- Attend all board meetings
- Serve as a member of the Executive Committee
- Work in partnership with the Executive Director and the Board of Directors to lay out the strategic vision of the organization
- Oversee board and executive committee meetings
- Manage the Board of Directors to ensure board resolutions are carried out
- Call special meetings if necessary
- Coordinate Executive Director annual performance evaluation and applicable compensation adjustments
- Work with the Board of Directors to recruit new board members
- Appoint all committee chairs, when applicable, and with the Executive Director, recommend who will serve on committees
- Act as an alternate spokesperson for the organization
- Periodically consult with Board Members on their roles and help them assess their performance
- Oversee searches for a new Executive Director if necessary

#### **Vice President/President-elect**

- Attend all board meetings
- Serve as a member of the Executive Committee
- Assist Executive Director and Board President in conducting new Board Member orientation
- Work with Board to recruit new board members
- Assume responsibilities of the Board President in the absence of the Board President
- Take on special projects as determined by Board President



### **Board Secretary**

- Attend all board meetings
- Serve as a member of the Executive Committee
- The Secretary shall take minutes of all meetings of the Board of Directors and the annual meeting of members.
- Ensure the safety and accuracy of all board records
- Assume responsibilities of the Board President in the absence of the Board President or Vice President
- Provide notice of meetings of the board and/or of a committee when such notice is required

### **Board Treasurer**

- Attend all board meetings
- Serve as a member of the Executive Committee
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Work with Executive Director to provide monthly updates on finances
- Provide regular financial update and corrective action recommendations to the Board of Directors
- Understand financial accounting for nonprofit organizations
- Manage the board's review of and action related to the Board of Directors' financial responsibilities
- Work with the Executive Director to ensure that appropriate financial reports are made available to the board on a timely basis
- Present the annual budget to the Board of Directors for approval
- Review the annual audit and answer board members' questions about the audit