

Board Member Job Description

Mission

The mission of Fenway Health is to enhance the wellbeing of the lesbian, gay, bisexual and transgender community and all people in our neighborhoods and beyond through access to the highest quality health care, education, research and advocacy.

For more information, please visit our website at www.fenwayhealth.org.

Position

The Board of Directors will support the work of Fenway Health ("Fenway") and provide mission-based leadership and governance. Although day-to-day operations are the responsibility of Fenway's chief executive officer (President/CEO), and the senior management team at Fenway, members of the Board of Directors are expected to be active and fulfill their commitments to Fenway. Specific Board Member responsibilities include, but are not limited to, the following:

Leadership, Governance, and Oversight

- Serving as a trusted advisor and confidant to the President/CEO as they develop and implement Fenway's strategic plan;
- Providing professional knowledge, expertise and/or connections as needed by Fenway;
- Reviewing outcomes and metrics prepared by Fenway's senior staff for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics;
- Attending monthly Board and regular committee meetings informed, prepared and ready to engage;
- Approving Fenway's annual budget, audit reports, and material business decisions;
- Being informed of, and meeting all, legal and fiduciary responsibilities;
- Contributing to the annual performance evaluation of the President/CEO;
- Identifying and recruiting candidates to serve as Board Members and/or senior staff;
- Working proactively with the President/CEO and other Board members to ensure that Board resolutions are carried out;
- Serving on at least one standing committee (Audit, Development, Finance, Membership, AIDS Action Program, and Quality & Compliance) or other committee/task force and taking on special assignments as requested by the Chair of the Board;
- Working with senior management while serving on committees and advising on specific committee work;
- Representing Fenway to stakeholders and at community events;
- Serving as an ambassador for the organization at all times;
- Ensuring Fenway's commitment to a diverse Board and staff that reflects the communities it serves; and
- Meeting fundraising expectations as defined below.

Fundraising

Members of Fenway's Board of Directors will actively make Fenway a philanthropic priority and their top LGBT philanthropic priority. Members of the Board of Directors will make meaningful annual gifts which reflect that priority. Further, members of the Board of Directors will consider making arrangements to provide for Fenway in their personal estate planning.

So that Fenway can credibly solicit contributions from foundations, corporations and individuals, the organization expects to have 100 percent of Board Members make an annual contribution that is commensurate with their ability. Board Members are also expected to introduce potential donors to the organization during their service.

Board Members are also expected to attend fundraising events during the course of the year including, but not limited to, The Dinner Party, The Men's Event, Taste of the South End, The AIDS Walk, Donor Appreciation Night, and the Board of Visitors annual meetings.

Board Terms/Participation

Board Members will serve an initial two-year term and may be eligible for re-appointment for additional two-year terms such that no more than 10 consecutive years of service occur. At the time of re-appointment, the Membership Committee will review each Board Member's performance against the responsibilities enumerated above and will make recommendations to the entire Board prior to the re-appointment vote. Board meetings will be held monthly and committee meetings will be held in coordination with full Board meetings.

Time Commitment

Each member of the Board of Directors contributes as much of their time as they can towards fulfilling their role. Serving on Fenway's Board of Directors typically requires 10-15 hours monthly, which includes Board meetings (1-2 hours preparing for and 2-3 hours attending), monthly/quarterly Board committee meetings (1-2 hours preparing for and 1-2 hours attending), per committee, and attending non-Board events (2-5 hours). Additionally, Officers of the Board of Directors (Chair, Vice-Chair, Treasurer, Clerk, and At-Large) and Committee Chairs/Co-Chairs typically commit an additional 5-10 hours of their time per month. Members of the Board of Directors commit additional time as needed.

Conflicts of Interest

Every member of the Board of Directors is annually required to make full disclosure of any and all actual, perceived, and potential conflicts of interest. Directors are required to disclose a conflict of interest when it becomes known between annual disclosures. The failure to disclose a conflict of interest is reason for immediate dismissal from the Board of Directors.

Qualifications

Board Members have diverse backgrounds in business, government, philanthropy and the nonprofit sector, and their accomplishments allow them to attract other well-qualified, high-performing Board Members and donors.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in health care, research, advocacy, medicine, business, government, philanthropy or the nonprofit sector;
- A commitment to and understanding of Fenway's mission and constituents, preferably based on personal experience;
- Is a patient at Fenway Health (or be willing to receive some care at Fenway Health) and represents the patients of Fenway Health (sex, gender identity, race, national origin, sexual orientation);
- Savvy diplomatic skills and a natural affinity for cultivating relationships and convening, facilitating, and building consensus among diverse individuals and organizations; and
- Personal qualities of integrity, credibility and intellectual curiosity.

Service on Fenway's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.