



## **WellShare International**

**Position:** Board Member

**Term:** Three years (eligible for a second 3-year term)

**Reports To:** President, Board of Directors

### **Specific Responsibilities Include:**

- Attend all board and committee meetings including quarterly board meetings and special events
- Review board agenda and materials prior to board meetings
- Follow conflict-of-interest and confidentiality policies (such as not sharing confidential organizational information with others who work for competing organizations or who may use this information to apply for funding)
- Serve on a minimum of one WellShare Board Committee (Executive, Finance, Development, Board Nominations or Ad-Hoc International Committee)
- Maintain up-to-date knowledge of the organization and have a strong personal commitment to its mission
- Work collaboratively with WellShare Board President, Executive Director, and other board members to fulfill the mission of WellShare International
- Promote the organization externally with the larger community by serving as an ambassador for WellShare International
- Assist the Executive Director and Board President with networking contacts and opportunities
- Suggest potential new Board members as needed who can make a significant contribution to the Board
- Participate in strategic planning every 3 years and review strategic plan annually
- Review and approve executive director's performance and salary annually

- Ensure there is always a succession plan in place for the executive director
- Review the performance of the board on an annual basis
- Review organizational finances on a quarterly basis and the independent audit on an annual basis
- Approve major policies and procedures
- Assist WellShare International to reach its fundraising goals by contributing financially on a yearly basis (with the understanding that WellShare will be one of their top charitable giving contributions)
- If WellShare holds an annual luncheon or other fundraising event, actively participate by serving as a Table Captain and filling up a full table

**Qualifications:**

**Ability to:** listen deeply, think creatively, and work well with executive director, board officers, and other board members

**Willingness to:** ask clarifying and strategic questions, attend all board meetings and special events (as much as possible), actively participate in a board committee, prepare for board meetings in advance, learn about fundraising and stay up-to-date on WellShare program areas and related topics (such as CHWs, health equity, health disparities), help secure financial resources including contributing time and personal funds to the organization, evaluate board and executive director on an annual basis and other tasks as needed

**Possess:** honesty, integrity, a genuine desire to assist refugee, immigrant, and other vulnerable populations, sensitivity and tolerance of differing viewpoints, and concern about WellShare International's success