



## BOARD MEMBER JOB DESCRIPTION

**Mission:** Partners In Quality Care's mission is:

- to pursue health equity by providing resources and support to programs that serve households experiencing food insecurity and to do so with cultural humility
- to actively disrupt systemic inequity in pursuit of high-quality care and education opportunities for all

**Position:** The board will support the work of Partners in Quality Care and provide mission-based leadership and strategic governance. While day-to-day operations are led by Partners in Quality Care's Executive Director, the Board-Executive Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

### **Leadership, governance, and oversight**

- Serving as trusted advisor to the Executive Director and s/he develops and implements Partners in Quality Care's strategic plan
- Reviewing outcomes and metrics created by Partners in Quality Care 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 Partners in Quality Care's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the Executive Director
- Assisting the Executive Director and board chair in identifying and recruiting other Board Members
- Partnering with the Executive Director and other board members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Representing Partners in Quality Care to stakeholders; acting as an ambassador for the organization
- Ensuring Partners in Quality Care's commitment to a diverse board and staff that reflects the communities it serves

### **Fundraising**

Board Members will consider Partners in Quality Care a philanthropic priority and make annual gifts that reflect that priority. So that Partners in Quality Care can credibly solicit contributions from foundations, organizations, and individuals, Partners in Quality Care expects to have one hundred percent of Board Members make an annual contribution that is commensurate with their capacity.

### **Board Terms**

Partners in Quality Care Board Members will serve a two-year term to be eligible for re-appointment for one additional term. Board meetings will be held on a bi-monthly basis with

the requirement that all board members attend a minimum of eighty percent of the meetings either face to face or via conference call.

### **Qualifications**

This is an extraordinary opportunity for an individual who is passionate about Partners in Quality Care's mission and who has a track record of board leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- A commitment to and understanding of Partners in Quality Care's beneficiaries, preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of Partners in Quality Care's beneficiaries

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