

Trauma Recovery, EMDR Humanitarian Assistance Programs Individual Board Member Job Description

The primary function of a Board Member is to provide policy guidance and participate in decision-making that keeps the mission and vision of Trauma Recovery, EMDR Humanitarian Assistance Programs (Trauma Recovery/HAP) at the forefront as the basis for all Board and Committee action.

- Uphold mission of Trauma Recovery/HAP.
- Be prepared for, attend and participate in the bi-monthly telephone conference meeting and in the two face-to-face meetings of the Board of Directors. Notifies the Board President in advance if he/she will not be in attendance at a meeting.
- Stay informed about the business and affairs of Trauma Recovery/HAP, including the nature of its programs and exercise independent judgment in furthering the best interests of the organization.
- Actively participate on a Board committee.
- Is willing to mentor newer Board/committee members.
- Abide by Trauma Recovery/HAP's "Conflict of Interest Policy", including completing and signing an annual "Conflict of Interest Statement".
- Foster a sense of collaboration and cohesiveness among fellow Board members.
- Respect confidentiality of Board/committee deliberations.
- Does not get involved in the daily operations of the organization.
- Provide counsel and advice, upon staff request, in areas of the Board member's expertise.
- Annually provide a charitable contribution to Trauma Recovery/HAP, the amount of which is at the member's discretion.
- Participate in Trauma Recovery/HAP's fundraising efforts by identifying any personal or professional contacts that the Board member may have with individuals, foundation and corporations that may be prospects to support the organization.
- Be an ambassador to the supporting constituency, sharing with them the needs, concerns, opportunities and developments of Trauma Recovery/HAP.
- Assist in the recruitment of prospective members of the Board of Directors and committees.