

## 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. As a Board Member, you agree to:

- Uphold the mission of Trauma Recovery/HAP.
- Attend and participate in at least 50% of the bi-monthly telephone conference meetings and in the two face-to-face meetings of the Board of Directors. If you cannot attend a meeting, you will notify the Board President in advance.
- 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.
- Be 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.
- Not become involved in the daily operations of the organization.
- Provide counsel and advice, upon staff request, in areas of the Board member's expertise.
- 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.
- Contribute financially to the organization by charitable contribution, obtaining grant funding, soliciting and securing donations.
- 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.