



Board of Directors, Board Member

Reports to: Board of Directors President

Responsibilities:

1. Understand and ensure that HTF reaches its mission and vision.
2. Understand the values of HTF and use them in my decision making.
3. Expected to attend all board meetings. However, a minimum of 75% attendance is required for regularly scheduled and special board meetings and actively participate in proceedings.
4. Serve on at least one committee. Attend, at minimum, 75% of regular committee meetings and actively participate in proceedings.
5. Attend as many organization events and fundraisers as possible.
6. Maintain the confidentiality of the private information of the organization to include HIPAA standards.
7. Solicit the financial or in-kind support of others, including employees and friends, in addition to my personal contribution.
8. Share resources and talents with the organization, including expertise, contacts for financial support, and contacts for in-kind contributions.
9. Be fiscally responsible for the organization by being familiar with and approving HTF budget.
10. Serve as an advocate for the organization within my circles of influence
11. Maintain and promote high ethical standards including good-faith board decision making
12. Communicate effectively and respect the diverse opinions of others.

Skill Set:

- Proficient in Google Drive
- Networking Skills
- Professional Communication Skills via Email and Phone

Time Commitment: Two Year Term; Approximately 10-15 hours/month