

417 SW 117th Ave., Suite #105

Portland, Oregon 97225

www.donatemilk.org

**MEMBER, BOARD of DIRECTORS**

**Job Description**

*Our mission:* Northwest Mothers Milk Bank improves the health and survival of the Northwest’s most vulnerable babies.

*Our mission is based on the belief that every baby deserves access to human milk.*

*We carry out this mission through the safe collection and distribution of human donor milk, education, advocacy, and research.*

**Position Summary:**  A member of Northwest Mothers Milk Bank (NWMMB) Board of Directors is a primary force in,and personally accountable for, enabling the organization to achieve its mission and goals, and to fulfill its obligations to support the population it serves. Directors bring resources and talent that benefit the long-term viability of the Board. NWMMB depends on the support of the community, and Directors serve as the link to that community and its networks.It is a two-year commitment.

**Primary Role:** Board Members shall focus on development of Board policies that govern thedevelopment, operation and scope of service of NWMMB. Members must be fiscally responsible, as well as participatory, knowledgeable, supportive, and empowering of the elected officers, other Board members, Executive Director, and staff members.

**Core Responsibilities:**

* ***Attend a minimum of 75% of the Board meetings***
* ***Participate on at least one Board committee***
* ***Attend outreach and fundraising events***
* ***Make an annual financial contribution to NWMMB***

**Primary Duties**:

1. Direct, monitor and update the Organizational Mission, Purposes, and Strategic Plan as appropriate.
2. Select, support, and assess the performance of the Chief Executive.
3. Ensure adequate resources are available and managed responsibly.
4. Enhance NWMMB’s public image.
5. Ensure legal and ethical behavior and maintain accountability.
6. Periodically assess Board performance.

**Detailed Responsibilities:**

**Accountability**

1. Become knowledgeable on Organizational Mission, Purposes, Values and Code of Ethics; as well as goals, policies, programs, services, strengths, and needs.
2. Place a high priority on preparing for and attending at least four of the six meetings per year, the majority of fundraising events, and the annual retreat.

**Professional Excellence**

1. Monitor progress towards achieving the strategic plan and initiate continued planning and evaluation activities to improve programs and services of the Board.
2. Maintain appropriate confidentiality until there has been public disclosure.
3. Disclose any possible conflicts of interest to the Board and abstain from both the discussion and the vote on any matter in which you have a personal or business interest.

**Collaboration**

1. Complete committee and Board assignments within time frames established by the Board.
2. Observe the procedural rules and protocols established by the Board and contained in the bylaws.
3. Suggest possible nominees to the Board who are individuals of achievement and can make contributions to the work of NWMMB.

**Ensure Financial Stability**

1. Contribute financially to NWMMB on an annual basis (The annual amount will be determined by the Board at the September Board meeting). For fundraising purposes, the Board must be able to document 100% Board giving.
2. Participate in Board fundraising activities.
3. Review and approve the annual budget and ensure periodic audits to ensure the long-term financial stability and integrity of NWMMB.