

NEW HOPE FOR WOMEN

Board of Directors Role Description

Founded in 1981, [New Hope for Women](#) offers [support](#) to people in Sagadahoc, Lincoln, Knox and Waldo Counties affected by [domestic violence](#), [dating violence](#), and [stalking](#), and provides [educational resources](#) to assist our communities in creating a safer and healthier future.

Position Overview

New Hope for Women (NHFW) is overseen by a voluntary [Board of Directors](#) (Board) consisting of up to 15 members, with expertise in media, business, finance and nonprofits. The Board supports the work of NHFW and provides mission-based leadership and strategic governance. While day-to-day operations are led by the Executive Director (ED), the Board/ED relationship is a partnership and the oversight of the Board is both critical and expected. NHFW Board governance is centered around open discussions and unanimous consensus, and is led by the Board Chair.

Qualifications

Members of the Board of Directors are passionate about our mission, have a strong volunteer leadership track record and a range of skill-sets and expertise. Other qualifications for ideal candidates will change according to the needs of the organization.

Specific responsibilities:

- Determine organizational mission and purpose.
- Periodically review the organization's statement of mission and purpose that articulates goals, means and primary constituents served, and ensure the mission is fulfilled.
- Exercise fiduciary responsibility over the organization by approving the annual budget, monitoring organizational finances quarterly, approving the annual audit, and ensuring proper financial controls are in place.
- Ensure adequate access to financial and other resources to fulfill the mission.
- Determine the strategic direction of the organization, and review and update as warranted.
- Actively participate in the overall strategic planning process and assist in implementing and monitoring the plan's goals.
- Assist in defining responsibilities, determining compensation, hiring and conducting annual performance reviews and salary adjustments of the Executive Director.
- Ensure that resources are appropriately utilized to further the organization's mission.
- Collaborate in determining which programs are consistent with the organization's mission and monitor their effectiveness.
- Build a competent board for current and future needs.
- Participate in recruitment of new Board members.
- Evaluate the Board's performance on a basis deemed reasonable.
- Establish criteria for measuring the organization's strategic outcomes.

- Participate, together with the ED and staff, in fundraising campaigns, lobbying and other appropriate activities as necessary.
- Act as an ambassador to enhance the organization's public standing.

Expectations

- Know and support the bylaws and mission of NHFW.
- Use discretion, holding confidential any sensitive information about the organization and its clients.
- Sign and submit a conflict of interest disclosure statement to the Executive Committee annually.
- Abstain from voting on issues where you have or might be perceived to have a conflict of interest.
- Make the mission of the organization the central decision-making criteria in all Board activities.
- Prepare for and participate actively in all Board and committee meetings.
- Make NHFW your top priority for financial giving, and contribute according to your means.
- Be an ambassador for NHFW in your community.

Terms

The term of a Board member is three years. A Board member is eligible for reappointment and may serve two full terms or up to 7.5 years if filling a partial term when appointed to the Board.

Meetings

The Board meets monthly. Meetings are typically held on the third Tuesday of the month via video conference.

Time Commitment

In addition to participating in monthly scheduled meetings, Board members have the opportunity to serve on one of the committees of the Board. The standing committee currently includes Finance, which meets once a month. Ad-hoc committees are established depending on organizational needs, projects and programs. Depending on the committee and level of engagement, Board members on average spend between 2 to 8 hours per month in service to NHFW.

Officers

Elected Board Officers (President, Vice President, Treasurer and Secretary) form the Executive Committee, which works directly with the Executive Director. All board members with one year of service are eligible to volunteer for Officer roles. Officers are elected annually for a three-year term of service. Individual officers dedicate more of a time commitment to the organization.

Accountability

All Board members answer to the Board President, the Executive Committee and, ultimately, the full board. All members are covered by DOD liability insurance, paid for by the organization.