



Position Description

Position Title	<i>AMHP Board of Director</i>
Reports to	<i>President, AMHP</i>
Term	<i>2 Years (January 2022 - December 2023)</i>

AMHP Board Responsibilities

The Board of Directors provide effective leadership, good governance, and uphold AMHP's vision and mission. They hold the organization accountable to those we serve and to those who support us – through financial and legal oversight and through an ongoing collaboration with the Executive Director to determine strategies and program priorities.

AMHP Board members work with the Executive Director to provide overall guidance and help grow strategic operations. Members must be willing to attend monthly board meetings virtually, attend in-person strategic planning retreat annually, follow through on commitments and participate fully in the decision-making process. The Board also presents the organization's image to the community, actively championing AMHP's vision and mission, and solicits its support in achieving AMHP's goals. While upholding the highest standards of fiscal oversight, resource development, and governance, AMHP board members are also expected to consistently deepen their knowledge and understanding about AMHP's work and act with the utmost integrity.

General Board Responsibilities

Fiscal:

- Ensure the financial accountability of the organization including oversight of accountability processes and the annual audit process.
- Oversee ongoing process of budget development and monitoring and approve annual budget.
- Oversee effective management of all organizational resources.

Governance:

- Review the board's structure, approve changes, and prepare necessary bylaw amendments.
- Review the bylaws and recommend bylaws changes as needed.
- Enhance board membership including recruiting and orienting new board members, evaluating existing board members, and providing board members with opportunities to contribute to the organization's mission and goals.
- Select, evaluate, support and if necessary, remove the Executive Director.
- Approve specific compensation/salary increases for the Executive Director.
- Ensure that the organization, its board and its staff meet all applicable legal requirements.
- Guard against conflicts of interest, whether personal or business related.

Resource Development:

- Ensure adequate resources to achieve the organization's mission and implement the organization's programs and projects.
- Strengthen AMHP's financial base by participating in and contributing to the organization's fundraising efforts based on individual skill sets and background.
- Consider AMHP a top philanthropic priority, making annual (or monthly) gifts commensurate with capacity.



- Build relationships with community stakeholders to advance AMHP's mission and fundraising goals.

Strategic Planning & Operations:

- Define and periodically review the organization's vision, mission, goals and strategies.
- Plan for the organization's future on a long-term basis.
- Monitor and evaluate reach and impact of organization's programs and operations on a regular basis.
- Ensure that the organization's administrative systems are adequate and appropriate.

Public Relations

- Actively champion AMHP's vision, mission and work; build relationships that can further AMHP's work.
- Represent and promote the organization to the general public, government agencies, foundations, corporations, and other agencies/bodies/individuals in order to generate good will and encourage support for the efforts of staff and volunteers.
- Make introductions to new communities, corporate sponsors, foundations, and helpful individuals.
- Promote cooperative action and harmonious relations with other organizations, including activities and occasions when the organization should take part in coalitions, joint fundraising, or other collaborative ventures.

Additional Expectations:

- Have the most up-to-date knowledge and understanding of AMHP's mission, goals, and activities.
- Maintain the confidentiality of all board deliberations.
- Accept board decisions, and speak outside of the board with one voice after a decision has been made.
- Demonstrate support in the community for the organization and its staff.
- Be willing to use individual expertise as needed by staff for specific research, communications, outreach, and development or operations gaps.
- Act on behalf of the organization and its interests, putting aside personal concerns, affiliations, or constituencies.
- Speak on behalf of the organization only when authorized to do so.
- Be aware of AMHP's conflict of interest policy and abide by it.

Time Commitment:

- This position will require approximately 6-8 hours per month.
- Attend all Board meetings on a monthly basis, or as required. Board members are expected to attend at least 75% of all regularly scheduled meetings.

Desired Qualifications:

- A minimum of a Bachelor's degree and 3-5 years of non-profit experience. Prior board experience is preferred.
- Knowledge of the following is an asset: strategic planning, non-profit management, marketing, fundraising, development, public relations, etc.
- Ability to work independently and as a team player to productively engage with others.
- Strong organizational, leadership and time management skills with exceptional attention to detail.