American Muslim Health Professionals

AMHP National Board of Director Position Description

Position Title	*AMHP National Board of Director*
Reports to	*AMHP National President*
Term	*2 Years (Voluntary)*

Position Summary

The AMHP National Board of Directors are responsible for providing strategic leadership, fiduciary oversight, and governance to advance the organization's mission. Working in partnership with the Executive Director, the Board establishes organizational priorities, approves strategic direction, ensures financial accountability, and evaluates organizational performance.

The Board governs collectively, while the Executive Director is responsible for managing day-to-day operations, supervising staff, and implementing Board-approved strategies. Individual Board members do not exercise operational authority unless specifically authorized by the Board.

Members must be willing to attend monthly board meetings virtually, attend in-person strategic planning retreat and/or national conference, participate in at least one committee, 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.

Please note that this is a voluntary position.

General Board Responsibilities

Fiscal:

- Regularly review financial statements, organizational performance against budget, and financial risks.
- Ensure appropriate financial controls, financial reporting, and independent financial review or audit processes, as applicable.
- Oversee the organization's long-term financial sustainability, including reserves and resource development.
- Ensure compliance with financial reporting and applicable nonprofit regulatory requirements.

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.
- Ensure that the organization, its board, and its staff meet all applicable legal requirements.

- Guard against conflicts of interest, whether personal or business related.
- Select, support, and evaluate the Executive Director, including conducting an annual performance review and ensuring appropriate succession planning. Establish clear organizational goals and performance expectations while respecting the Executive Director's authority over daily management and staff supervision.

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 the 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 public, government agencies, foundations, corporations, and other agencies/bodies/individuals 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:

- Support the mission of the organization
- Board members should anticipate an average commitment of approximately 5–8 hours per month, including board meetings, committee participation, preparation, and organizational engagement. Additional time may be required for annual retreats, fundraising activities, and special initiatives.
- Attend at least 75% of scheduled board meetings, with advance notice of anticipated absences.
- Serve actively on at least one board committee or approved working group.
- Review board materials before meetings and participate meaningfully in discussions.
- Complete required board orientation and annual governance training.
- Participate in an annual board self-assessment and individual contribution review.

- Complete annual conflict-of-interest disclosures and other required governance acknowledgments.
- Follow through on agreed commitments within established timelines.

Desired Qualifications:

- AMHP seeks individuals committed to advancing the health and well-being of American Muslim communities and strengthening the organization's long-term impact. Candidates should demonstrate sound judgment, integrity, collaborative leadership, and a willingness to contribute their professional expertise and community perspectives.
- Experience in healthcare, public health, mental health, policy, nonprofit leadership, finance, fundraising, law, communications, or other relevant fields is valued.
- Previous board service is beneficial but not required.