



Board Director Job Description

A Board Director's primary responsibility is to subscribe to and advocate for the mission of Parkinson Partners, a nonprofit organization that encourages, educates, and supports people with Parkinson's disease (PD), their caregivers and loved ones as they cope with the challenges of PD.

The Board of Directors are key service and fiduciary managers in the overall operations of Parkinson Partners. A Board Director should ensure people with PD, their caregivers and loved ones are receiving the services they need and that all financial resources of Parkinson Partners are used in a manner that is responsible to the mission. To do so, a Board Director must be an active participant in fulfilling their essential duties and responsibilities.

A Board Director reports directly to the Executive Board which consists of the President, Vice President, Treasurer, and Secretary. All Board Directors represent Parkinson Partners to the community, donors, funders, health care providers, supporters, and the general public.

Duties and Responsibilities

General

- Know the organization's mission, policies, programs, and needs
- Follow the organization's bylaws, policies, and board resolutions
- Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- Act as the representative and safeguard for the organization's operations
- Understand and apply bylaws to management of organization's operations
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for Parkinson Partners to advance its mission. For example, a Board Director may lead a fundraising committee that is charged with securing sponsorships for a fundraising event.
- Participate fully in one or more sub-committees that support operational concerns
- Prepare for, attend, and conscientiously participate in bi-monthly board meetings (i.e. review of necessary documents in advance of Board meetings).
- Participate in ongoing training and skills to support the evolving needs of the organization
- Review reports in confidence to support operational concerns of the organization (i.e. annual budget, Treasurer's report at Board meetings, funding agreements)
- With Board of Directors, Executive Board, and Executive Director (ED), develop and implement operational plans (i.e. Budget, Strategic Plan) that further the organization's mission
- With Board of Directors, Executive Board, and ED, participate in the development and review of the annual report to Hamot Health Foundation as required by the Executive Director (ED) funding agreement (see Appendix A)
- Maintain confidentiality about all internal matters of ABC Organization

Oversight Roles

- The Board of Directors ensures that it is operating in accordance with its mission, tax-exempt status and ethical stewardship of the public trust including protection of assets.
- The Board of Directors provides oversight and guidance to the ED and the nonprofit's other staff members. The board ensures that the organization stays aligned with its mission and values in addition to complying with all federal and state laws.
- A Board Director may participate in human resource management including hiring of an ED, deciding the roles/responsibilities of the ED, supporting the ED and assessing his/her performance, and disciplinary action of the ED including removal.
- A Board Director may participate in financial oversight activities including but not limited to approving an annual budget or changes in employee compensation.
- The Board of Directors, Executive Board, and Executive Director support the financial stability of the organization through volunteer activities including but not limited to personal donations and participation in fundraising events, or other fundraising activities.

Financial

- With Board of Directors, Executive Board, and ED, ensures financial goals are achieved and operating expenses are within budget
- Works with the Executive Board and/or ED in preparation of the annual budget and annual report to Hamot Health Foundation as required by the ED funding agreement (see Appendix A)

Fundraising

- Participate in the development and implementation of fundraising events as needed
- With Board of Directors, Executive Board, and ED manages fundraising campaigns and donor cultivation

Qualifications

- Understands the mission/vision of the organization and can relate it to others
- Commitment to Parkinson Partner's mission to provide education, support and services to the Parkinson's disease community
- Is proficient in computer skills including emails and sending and receiving attachments in Microsoft Word or PDF formats
- Is organized and deadline oriented
- Excellent partnership skills and ability to work with private and public sectors
- Flexible and cooperative approach to problem solving
- Maintains a positive attitude that encourages participation and enthusiasm
- Respects other people's viewpoints and skills, good listening and communication skills, willingness to compromise and collaborate
- Values diversity and helps to create an organizational culture that appreciates and respects differences
- Displays integrity, self-confidence, persuasiveness, decisiveness, and creativity
- Has the ability to access transportation for participation in Board related responsibilities and organizational events that occur throughout the Erie region