

The Salem Health and Wellness Foundation

POSITION DESCRIPTION

POSITION: BOARD MEMBER

DEPARTMENT: BOARD OF TRUSTEES

SUMMARY OF FUNCTION:

The Board provides the ultimate leadership, final responsibility and accountability for the Foundation. The Board's primary responsibility is to develop and follow the mission. This involves development and oversight of policy in three vital areas: financial performance; effective planning; and effective management performance.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

General Functions

- Define and pursue the mission and safeguard the values of the Foundation.
- Periodically review and, if necessary, revise the mission, goals and philanthropic priorities to ensure that they are relevant to the changing environment.
- Select, monitor, support, advise, evaluate, and compensate the CEO.
- Establish long-term direction through oversight of and participation in strategic planning.
- Promote financial viability via budget and financial oversight, fund development, and investment policy.
- Maintain and continuously improve the quality of the Foundation's programs and procedures.
- Monitor the effectiveness of significant grantee programs and take action where appropriate to maintain organizational excellence and the reputation of the Foundation.
- Promote and maintain positive external relationships with the community, local business, government, funding sources, and health-related organizations.

- Assure that the Foundation meets regulatory and legal requirements.
- Oversee effective governance, including trustee recruitment, selection, and orientation; board education and self evaluation; and effective function and structure.
- Act with the highest integrity to advance the best interests of the organization and achieve its mission.
- Represent the community.
- Oversee philanthropic fundraising and participate in fundraising campaigns and activities through personal contributions, prospect cultivation and solicitation.

Specific Duties

- Prepare for board and committee meetings by whatever study and preparatory work are necessary to deliberate intelligently with co-trustees.
- Attend meetings of the board and committee appointments. Execute board assignments on time.
- Maintain confidentiality and security regarding Foundation information.
- Contribute positively to board discussions, assisting the board in reaching conclusions.
- Acquire a working knowledge of those functional activities related to committee assignments.
- Develop a broad knowledge of future trends in fundraising, grant making and identification of community health needs.
- Be alert to new program opportunities and assist the Foundation on specific programs when requested.
- Avoid conflict of interest whenever an issue arises, and abstain from board discussions when matters in which he or she has a personal or professional interest are being considered.

MINIMUM KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED

- Basic technical competency and/or interest in areas such as community health, wellness and prevention of illness, law, fundraising, grant making, investment planning, and performance accountability for community hospitals.

- Community visibility.
- Commitment to community health and welfare.
- Commitment to maintain confidentiality.
- Board service experience.
- Primary fiduciary responsibility to the Foundation Board of Trustees and not to other community groups and organizations or to grant seekers.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Application
for the
Board of Trustees
Salem Health and Wellness Foundation (SH&WF)

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBERS: _____

(Home) (Business) (Other)
✓ *(Indicate Preferred Contact Number)*

FAX: _____ E-MAIL: _____

EDUCATION: _____

EMPLOYMENT:

Organizations	Positions	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

COMMUNITY SERVICE AND PROFESSIONAL ORGANIZATIONS:

Organizations	Offices Held	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE INCLUDE ANY OTHER INFORMATION THAT MAY RELATE TO BEING A TRUSTEE OF THE SALEM HEALTH AND WELLNESS FOUNDATION:

OPTIONAL - ANSWERS TO SOME OR ALL OF THE FOLLOWING QUESTIONS MAY HELP THE COMMITTEE'S DECISION PROCESS:

1. Why are you interested in being a TRUSTEE of the SH&WF?

2. How do you think the SH&WF could best take advantage of your experience or expertise?

3. What can the SH&WF do for you so that your work for the new Foundation turns out to be satisfying?

4. What kind of time commitment to the SH&WF will you be able to make?

5. Can we expect you to attend all meetings of the SH&WF?

You may attach an additional sheet with your responses.

Feel free to include a recent Curriculum Vitae, Resume or other information.