

MENTAL HEALTH AMERICA OF CALIFORNIA BOARD OF DIRECTOR'S JOB DESCRIPTION

Summary:

An elected member of the Board of Directors establishes and implements policy to ensure that the not-for-profit organization operates in accordance with adopted mission, goals and objectives and that the organization is financially accountable in accordance with prescribed accounting practices, federal and state requirements and funder requirements.

Role of the Board:

The Board of Directors is responsible for governing the organization and exercising general supervision over its affairs. Its specific responsibilities follow:

1. Approve and uphold MHAC mission and provide strategic direction and advice.
2. Ensure effective strategic planning and approve program priorities that fulfill MHAC mission and that respond to community needs.
3. Select, evaluate and compensate the Executive Director and ensure effective organizational leadership including executive succession.
4. Ensure fiscal health of the corporation through financial planning, monitoring and the use of sound business practices.
5. Monitor program performance and insure organizational engagement in continuous program improvement; ensure cultural competency and diversity in all service delivery.
6. Represent and advocate on behalf of MHAC to key leaders at the local and state levels.
7. Monitor MHAC's legal and ethical performance; ensure compliance with laws, regulations, auditing and accounting principles.
8. Act as a conduit of information between chapter MHAs/community and MHAC.

Board Member Expectations:

Board members should be committed to providing the time and energy necessary to deliver MHAC's mission and be willing to share their professional expertise, volunteer experience and personal networks to advance MHAC's goals. Specific expectations follow:

1. Attend (by phone or in person) a minimum of 75% of regular Board meetings and the annual Board retreat.
2. Serve on at least one Board committee.
3. Prepare for and participate in Board and committee meetings by reviewing relevant materials, asking timely questions, maintaining confidentiality and practicing good leadership principals.
4. Actively support fundraising events and assist key staff with solicitations and requested.
5. Identify and arrange for human, material and financial resources.
6. Avoid conflicts of interest and misuse of a Board position for personal gain.
7. Participate in regular evaluations of Board, committee and member performance.
8. Participate in workshops to enhance member capabilities and governance practices.
9. Ensure Board diversity and community representation through recruitment of Board members.