



NHF Colorado Board Member at Large Description

Mission: NHF Colorado is dedicated to preventing the complications of bleeding disorders through education, advocacy and research.

General Board Description: NHF Colorado is comprised of up to 15 board positions including an Executive Committee. Board members include individuals from the Colorado who are directly or indirectly affected by bleeding disorders as well as professionals from the nonprofit, philanthropic, government, and/or corporate communities. The Executive Committee includes a Board President, Vice President(s), Secretary, and Treasurer. The members of the Executive Committee accept additional responsibilities to the members-at-large whose responsibilities are listed below. Board members have the overall fiscal and managerial responsibility for NHF Colorado. They are charged with the supervision and oversight of the NHF Colorado mission. They are responsible for making decisions, delegating work, and assuring that decisions are carried out in the manner intended.

Responsibilities:

- Attend monthly board meetings set at the beginning of each calendar year;
- Serve on at least one board committee, preferably as a chair, and attend committee meetings;
- Agree to a two-year board term with the option of renewal for three consecutive terms;
- Attend at least 50% of NHF Colorado programs and fundraising events;
- Commit to annual board dues of \$200 and fundraise on behalf of the organization (due on July 1st annually);
- Commit to professional development (one or two trainings are recommended per year either through NHF Colorado or other nonprofit professional development organizations);
- Prepare and approve necessary organizational policies;
- Support, supervise, and advise the Executive Director;
- Participate in hiring and evaluation of staff;
- Perform annual self-evaluation of board service;
- Be knowledgeable about NHF Colorado's mission, vision, programs and events;
- Follow philosophical values and mission of NHF Colorado;
- Create strategic plan and conduct annual review of the strategic plan;
- Commitment to resolve personal conflicts outside of NHF Colorado business-related meetings;
- Understand financial statements or commit to learning about financial management;

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- Work collaboratively with other board members, staff, consultants, and volunteers;
- Resolve conflicts in a professional manner;
- Serve on the board and serve the NHF Colorado community in a transparent and ethical manner.

Qualifications for Service:

- Interest in and willingness to support NHF Colorado's goals and objectives;
- Initiative;
- Integrity;
- Analytical ability;
- Sensitivity and awareness;
- Leadership;
- Sound decision-making ability;
- Planning skills;
- Ability to organize and monitor work;
- Collaborative;
- Ability to easily use email and other technology such as Skype;
- Experience in the nonprofit sector, preferably on a board of directors or in another leadership position.

