



San Diego County Breastfeeding Coalition

Board of Directors Job Descriptions

The San Diego County Breastfeeding Coalition's mission is to improve the health and wellbeing of our community by protecting, promoting, and supporting breastfeeding through education, outreach, advocacy, and service.

Basic Duties of All Board Members

The San Diego County Breastfeeding Coalition (SDCBC) Board has the legal responsibility to establish strategic direction, ensure necessary resources are available and provide oversight. Specifically:

Work:

- Act as an ambassador to the SDCBC to the rest of the community.
- Represent SDCBC in a professional manner and uphold responsibilities outlined in our Bylaws.
- Attend all board meetings, and relevant committee meetings
- Attend as many fundraisers, programs and other events as possible, and bring others.
- Serve as a partner to a new board member.

Wealth:

- Make a financial contribution-give or get an amount specified by the board each year.
- Participate in the solicitation of donations.
- Participate in identifying prospective donors and board members.

Wisdom:

- Assist SDCBC in its mission.
- Set policy for the organization.
- Review and approve the annual budget.
- Guide the implementation and creation of the organization's growth and strategy.



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Individual Board Members

Time commitment

Board meetings are held on the 2nd Thursday of the month for usually 2 hours, and a committee may meet monthly or occasionally (in person or electronically). Board members are expected to attend at least 75% of board meetings. Each board member is also expected to attend the Board Retreat and 2-3 special events throughout the year. The usual time commitment is 4-10 hours per month.

Responsibilities of a Board Member

- Attendance at board meetings is crucial to the progress of the Coalition, so board members are expected to attend at least 75% of all board meetings (in person or by phone/electronically).
- Attend the annual Board retreat in January and other possible Coalition activities as appropriate.
- Review the agenda and supporting materials prior to board and committee meetings in order to provide support and advice.
- Serve actively on at least 1 of the SDCBC committees and take on special assignments, as needed.
- Remain informed and engaged in SDCBC's mission, services, and policies.
- Promote the visibility of SDCBC in the community while serving as an ambassador for its activities and programs.
- Participate in the identification, recruitment and development of board and committee members.
- Understand that it is the function of board members to identify prospects, assist in the evaluation, cultivation and solicitation process and make a personal yearly contribution. A Board member will actively participate in any fundraising activities agreed upon by the board.
- Each board member is expected to work in good faith with staff and other board members as partners toward achievement of the SDCBC goals.
- Each board member is expected keep confidential any sensitive information shared at board or committee meetings, or in conversations with staff or other board members.

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Board Structure: Executive Officers

President

Assures that the Board fulfills its responsibilities to the organization. Responsibilities include:

- Chair meetings of the Board of Directors (BOD) and Executive Committee (President, VP, Immediate Past-Pres/Secretary/Treasurer/ Executive Director).
- Call special meetings if necessary.
- Work in partnership with the Executive Committee to achieve the mission of the organization and make sure board resolutions are carried out.
- Communicate any concerns management has regard to the role of the board or individual board members. Communicate to executive the concerns of the board and constituencies.
- Prepare the agenda for board meetings.
- Coordinate periodic board assessment with the staff, including individual check-ins with board members on their roles and performance.
- Annually focus the board's assessment of its own structure, role, and relationship to management.
- Mentor Vice President/President-Elect on presidential responsibilities.
- Attend other Organizations' meetings (or appoint a surrogate) as the SDCBC representative.
- Manage staff members in conjunction with the Executive Committee

Vice-President/President-Elect

Stand in for the President if he/she is unavailable. Responsibilities include:

- Serve on the Executive Committee.
- Understand the responsibilities of the President and be able to perform these duties in the chair's absence.
- Work with staff to recruit board members and other needed volunteers.
- Conduct new board member orientations.
- Assist with communication among committee chairs and coordinate reports for meetings.
- Assist President with direct supervision of staff and oversee progress and activities, etc.
- Assist with data collection on board's activities and evaluation of Coalition's progress.
- Carry out special assignments as requested by the President.
- Manage staff members in conjunction with the Executive Committee

Secretary

Maintain all board records and ensure their accuracy and safety. Responsibilities include:

- Serve on the Executive Committee.
- Take & record board minutes and send out within a week of board meeting.
- Assist with correspondence of emails previous to and following board meetings.
- Assist in correspondence with new board meeting attendees
- Provide notice of board meetings and committee meetings when such notice is required.
- Verify and sign Board minutes and Board documents and resolutions.

Treasurer

Serve as financial officer of the organization. Responsibilities include:

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- Serve on the Executive Committee and chair the Finance Committee.
- Assist the President and executive team in preparing the annual budget and presenting the budget to the board for approval.
- Review and monitor financial reports, policies and procedures and reports to the Board on the financial health of the organization.
- Present the quarterly financial statements to the Board (Profit and Loss, Balance Sheet)
- Ensure that the organization is following appropriate financial policies. Understand regulatory and legal requirements for financial accounting and standards of practice for nonprofit organizations.
- Ensure that accurate financial records for the organization are being kept.
- Subject to the direction of the board, endorse for deposit notes, checks, and drafts received by the organization.
- As ordered by the board, disburse organizational funds and issue checks and drafts in the name of the organization.
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities.

Immediate Past President

Ensure continuity and smooth transitions.

- Provide support to the President of the Board and the Vice-President/President-Elect.
- Mentor Vice President/President on executive responsibilities.
- Participate as a member of the Executive Committee to set priorities, develop agendas, support the Board and ensure continuity and smooth transitions from year to year.
- Chair Nominations Committee to elect the BOD for the following year.