



## **MentorCONNECT: Board Chair Job Description**

*This is an extraordinary opportunity for an individual who is passionate about the Vision and Mission of MentorCONNECT, has a strong interest in and aptitude for administrative, oversight, and fundraising matters, and is a leadership-minded team player.*

### **Who We Are**

MentorCONNECT is the first global non-profit eating disorders mentoring community. To date, we have welcomed more than 3,500 members, of whom 98% are female, 87% are from the USA, 5% are from Canada, and 8% are from 43 other countries. Members range in age from 14-70 and are recovering from the full spectrum of eating disorders. Fully 10% of those who apply to participate in our community are recovered from an eating disorder.

### **Vision and Mission**

**Vision:** MentorCONNECT's Vision is to provide individuals with the means to break through the isolation of eating disorders by sharing the tools of recovery in supporting relationships.

**Mission:** We accomplish this Mission by connecting members individually and in groups with mentors to share experiences, provide guidance, and help each other through the struggles and triumphs of our journeys.

### **501(c)3**

MentorCONNECT is recognized by the Internal Revenue Service as a registered 501(c)3 not-for-profit corporation as of January 1, 2011. MentorCONNECT is also recognized by the state of Texas as a nonprofit corporation as of May 28, 2010.

### **Board Member Hallmarks of Success**

In order to succeed as a board member, the candidate must be willing to be proactive and volunteer for tasks and must be interested in working in a collaborative, mutually respectful, team-based environment. Candidates who have a good sense of humor, are bright and interested in exploring uncharted territories and new possibilities, are creative thinkers, are caring and compassionate, are willing to speak up and share their thoughts, and are willing to dig in and learn about eating disorders and mental health/recovery issues (if they are new to these arenas) are an asset to our organization. We are as interested in board members who do not have personal experience with eating disorders as those who do. Diversity helps us to serve our community more effectively.

### **Compensation & Term Length**

Board member service is a non-compensated position as specified by the organizational bylaws. The Board Chair and Secretary have 3-year terms. The Treasurer and Vice Chair and all other Directors have 2-year terms.



## **Board Chair Job Description, pg 2**

### **Three Legal Duties of a Non-Profit Board Member**

*The following three legal duties are required of board members for all non-profit organizations:*

1. Duty of Care: pay attention to what is going on inside the organization and make sound decisions based on accurate information
2. Duty of loyalty: put the organization's wellbeing above any other interests when making decisions on behalf of the organization
3. Duty of obedience: act in accordance with the organization's vision, mission, goals, and bylaws

### **Mentor Connect Board Member Roles and Responsibilities**

#### *Vision, Mission & Programming*

1. Stays informed about the organization's mission, services, policies, and programs
2. Commits to informing others about the organization
3. Keeps up-to-date on developments in the organization's field

#### *Board and Committee Meeting Attendance and Participation; Time Commitment Per Meeting*

1. Regularly prepares for and attends board meetings and important related meetings and special events (3-4 hours per meeting – including preparation; minimum 4 times annually)
2. Makes a serious commitment to participate actively in committee work by joining and participating in one or more committees per term (1-2 hours per meeting as needed)
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
4. Is an active participant in the board's annual evaluation and planning efforts

#### *Finance, Fundraising & Giving*

1. Assists the board in carrying out its fiduciary responsibilities, including but not limited to such tasks as reviewing the organization's quarterly and annual financial statements
2. Makes an annual financial contribution to the organization at a personally appropriate level
3. Participates in fundraising for the organization as applicable

#### *Management, Governance & Sustainability*

1. Suggests possible nominees to the board who can make significant contributions to the work of the board, its committees and the organization
2. Follows and assists with upholding all bylaws, conflict-of-interest, confidentiality and other policies
3. Refrains from making special personal requests of the paid staff and leadership-level volunteers



## **Board Chair Job Description, pg 3**

### **Board Chair Role (from Organizational Bylaws)**

The Chair shall preside at meetings and have the power to call meetings. The Chair shall be an ex-officio member of all committees, and unless otherwise provided in these Bylaws, shall appoint the members and chairs of all Board committees. The Chair shall be responsible for leadership of the Board in discharging its powers and duties and shall, in general, supervise and control all of the business and affairs of the corporation. The Chair shall have the power to sign, with the Secretary or other proper officer of the Corporation authorized by the Board, any deeds, mortgages, binds, contracts, or other instruments by which the Board has authorized to be executed, except in such cases where the signing and execution thereof shall be expressly delegated by the Board, these Bylaws, or by statute to some other officer or agent of the Corporation. It is permissible to have the same individual act as the Chair of the Board and the Executive Director provided the individual is also the organization's Founder.

### **Executive Committee (from Organizational Bylaws)**

The Executive Committee shall be a standing committee consisting of the Chair, Vice Chair, Secretary, and Treasurer. The Executive Committee shall serve as the central planning group for the Corporation and as an advisory group to the Executive Director.

### **Board Chair Specific Job Duties**

*The following activities are required in the Board Chair role.*

Estimated time commitment: 2-3+ hours monthly in between meetings; 5+ hours in meeting months

Outgoing Board Chair note: In terms of monthly hours spent, this position can be flexible from month to month outside of required duties in meeting months (as outlined in the organizational bylaws). It is a particularly easy position to plan for in advance since quarterly meeting dates are typically set at the last meeting of each outgoing year. In non-meeting months when you have less available time, "delegation" is key. Delegation is also in the best interests of training and empowering fellow directors to work as a team for the good of the organization.

#### Administrative (40% of time as noted above)

- Set and confirm quarterly meeting dates and times and issue regular and special meeting reminders per bylaws.
- Set the agenda for each quarterly and special board meeting, gather and distribute all required meeting materials.
- Organize votes, presentations and discussions and solicit leaders for each from the board of directors.

#### Legal/Financial (5% of time as noted above)

- Act as agent of record for the organization with the IRS and any private contractors or entities.
- Ensure all legal and financial obligations are met as per Bylaws.

©2014, MentorCONNECT. All information is confidential and proprietary.



- Develop and propose new guidelines, Bylaws revisions, policies, and documents such as may be needed to govern the organization's activities.
- Hold ultimate authority and responsibility for ensuring that all of the organization's legal and fiduciary duties (as outlined in Bylaws) are met.
- Liaison with Treasurer to make recommendations for spending/saving/budgetary matters.



## **Board Chair Job Description, pg 4**

### *Board Chair Specific Job Duties, cont.*

#### Management (30% of time as noted above)

- Ensure the organization has a long-range strategy that achieves its mission and vision, and toward which it makes consistent and timely progress.
- Appoint committee chairs and attend committee meetings as needed throughout the year.
- Oversee board Director participation, including putting forth candidates for open board slots and mid-term vacancies, and removing non-participating board members as per Bylaws.
- Ensure Directors execute all required board documents at the start of each new term.
- Preside at quarterly and special board meetings (following Robert's Rules of Order for all voting matters).
- Oversee board and Executive Committee and ensure all Directors are fulfilling their duties in a timely manner.
- Facilitate Director engagement and productivity.
- Train and equip the Vice Chair to step in as de facto Board Chair as needed.
- Remain available for a period of 6 months post-term to mentor and guide the incoming Board Chair as needed.
- Propose new candidates for board terms and solicit recommendations from within and outside the organization as needed.

#### Director-to-Staff Liaison (10% of time as noted above)

- Liaison with Executive Director regarding day-to-day organizational needs, including staffing, funding, IT, special events, and administrative needs.

#### Hiring (5% of time as noted above)

- Seek out and hire a new Executive Director as needed per guidelines in organization Bylaws.

#### Public Relations (10% of time as noted above)

- Liaison with professionals, community members, the greater community, and organizations to serve as ambassador and spokesperson for the organization.
- Monitor and direct overall public perception and experience with the organization.