



Familias en Acción Board of Directors Member Job Description

Strengthening the health and well-being of Latino families and communities in Oregon.

The Board of Directors is responsible for governing Familias en Acción, ensuring that all policies and practices reflect the organization's mission, vision, values, and strategic priorities. As stewards of the mission, board members hold the organization in trust for the good of the entire community.

LEADERSHIP & GOVERNANCE

Set Strategy

- Work with the Executive Director and staff to envision and plan for the organization's future through strategic planning, including monitoring execution and adapting as needed.

Support the Executive Director

- Provide support to the Executive Director and respond to specific requests in a timely manner, generally within 48 hours.
- Participate in the annual Executive Director performance review based on a mutually established tool and process.
- Manage executive transitions and hiring as necessary.

Participate Actively in Board Administration & Development

- Regularly attend and participate in board meetings and planning sessions, and communicate with the Board Chair and Executive Director if unable to attend. This includes reviewing agendas and supporting materials prior to all board meetings and planning sessions.
- Participate in at least one sub-committee.
- Participate actively in deliberations and decisions on policy matters, including asking questions and staying informed on the issues.
- Work in good faith with staff and other board members as partners towards achievement of our goals.
- Participate in board development activities: assessing needs, recruitment, appointment, orientation/integration, evaluation and appreciation.

Provide Financial Oversight

- Ensure adequate financial resources.
- Approve an annual budget that furthers the organization's strategic priorities.
- Adopt financial management policies and ensure that they are followed.
- Monitor the organization's financial status through regular review of financial statements and an annual audit of financial statements.

Manage Risk and Ensure Compliance

- Ensure that Familias en Acción is adequately insured based on assessing risks.
- Ensure that Familias en Acción operates in compliance with applicable laws, contracts, and organizational policies.



ADVOCACY & COMMUNITY ENGAGEMENT

- Serve as an ambassador of Latino health equity.
- Champion the organization and its mission in the community and through your personal, community, and professional networks.
- Attend community events and meetings as requested and as able.
- Work to ensure that Familias' programs and services address community needs.
- Stay up-to-date on the trends affecting the organization and those we serve; remain abreast of relevant policy developments at local, regional and state-levels.

FUNDRAISING & GIVING

- Make an annual donation at a level that is meaningful for you.
- Take part in fundraising activities.

TIME COMMITMENT

Board members spend an average of 5-8 hours per month devoted to Familias en Accion, including preparing for and attending Board meetings, leading and/or taking part in committee work, and participating in organizational planning and fundraising.

BOARD TERM

Board Members serve a 3-year term and are eligible for one additional term.

QUALIFICATIONS

- A commitment to Familias' mission and willingness to deepen your understanding of our work.
- A demonstrated commitment to diversity, equity, and inclusion.
- Ability to cultivate trusting relationships and work as part of a team to govern the organization.
- Personal integrity and alignment with Familias' core values.

For questions or additional information, please contact Margarita Gutierrez Lemus at margarita@familiasenaccion.org

To apply go to <https://forms.gle/ooTU7ZdedhKc4M7t8>

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