

## Board Member Job Description

### Mission

**Rooted in the LGBTQIA+ community and racial justice**, Fenway Health provides and advocates for compassionate, equitable healthcare, research, and education —empowering people from all walks of life to live, love, and thrive freely.

### Position

The Board of Directors will support the work of Fenway Health (“Fenway”) and provide mission-based leadership and governance. Although day-to-day operations are the responsibility of Fenway’s chief executive officer (CEO) and leadership team, members of the Board of Directors are expected to be active and fulfill their commitments to Fenway.

Specific Board Member responsibilities include, but are not limited to, the following:

#### Leadership, Governance, and Oversight

- Serving as a trusted advisor and confidant to the CEO as they develop and implement Fenway’s strategic plan;
- Providing professional knowledge, expertise and/or connections as needed by Fenway;
- Reviewing outcomes and metrics prepared by Fenway’s senior staff for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics;
- Attending monthly Board and regular committee meetings informed, prepared and ready to engage;
- Approving Fenway’s annual budget, audit reports, and material business decisions;
- Being informed of, and meeting all, legal and fiduciary responsibilities;
- Contributing to the annual performance evaluation of the CEO as well as setting/approving CEO compensation;
- Identifying and recruiting candidates to serve as Board Members and/or senior staff;
- Working proactively with the CEO and other Board members to ensure that Board resolutions are carried out;
- Serving on at least one standing committee (Audit, Development, Finance, Governance, Quality & Compliance, Racial Equity, or Strategic Planning) or other committee/task force and taking on special assignments as requested by the Chair of the Board;
- Working with senior management and stakeholders while serving on committees and specific committee work
- Representing Fenway to stakeholders and at community events;
- Serving as an ambassador for the organization at all times;
- Ensuring Fenway’s commitment to a diverse Board and staff that reflects the communities it serves; and
- Meeting fundraising expectations as defined below.

### Fundraising

Members of Fenway's Board of Directors will actively make Fenway a philanthropic priority and their top LGBTQIA+ philanthropic priority. Members of the Board of Directors will make meaningful annual gifts, to the best of their ability, which reflect that priority. Further, members of the Board of Directors will consider making arrangements to provide for Fenway in their personal estate planning.

So that Fenway can credibly solicit contributions from foundations, corporations and individuals, the organization expects to have 100 percent of Board Members make an annual contribution that is commensurate with their ability. Board Members are also expected to introduce potential donors to the organization during their service.

Board Members are also expected to attend fundraising and community events during the course of the year including, but not limited to, The Fenway Health Social, The Fenway Gala, Bayard Rustin Community Breakfast, The AIDS Walk, Donor Appreciation Night, and the Board of Visitors annual meetings.

### **Board Terms/Participation**

Board Members will serve an initial two-year term and may be eligible for re-appointment for additional two-year terms such that no more than 8 consecutive years of service occur. At the time of re-appointment, the Governance Committee will review each Board Member's performance against the responsibilities enumerated above and will make recommendations to the entire Board prior to the re-appointment vote. Board meetings will be held monthly and committee meetings will be held in coordination with full Board meetings.

### **Time Commitment**

Each member of the Board of Directors contributes as much of their time as they can towards fulfilling their role. Serving on Fenway's Board of Directors typically requires 10-15 hours monthly, which includes Board meetings (1-2 hours preparing for and 2-3 hours attending), monthly/quarterly Board committee meetings (1-2 hours preparing for and 1-2 hours attending), per committee, and attending non-Board events (2-5 hours). Additionally, Officers of the Board of Directors (Chair, Vice-Chair, Treasurer, and Clerk) and Committee Chairs/Co-Chairs typically commit an additional 5-10 hours of their time per month. Members of the Board of Directors commit additional time as needed.

### **Conflicts of Interest**

Every member of the Board of Directors is annually required to make full disclosure of any and all actual, perceived, and potential conflicts of interest. Directors are required to disclose a conflict of interest when it becomes known between annual disclosures. The failure to disclose a conflict of interest is reason for immediate dismissal from the Board of Directors.

### **Qualifications**

Fenway Health has undertaken a commitment to become an antiracist organization by working to overcome the disparities and inequities that exist in the services it provides, the people it reaches, the workplace culture it fosters and the outcomes it achieves. We are looking for candidates who are as diverse as the patient population Fenway serves. Board Members have various backgrounds including but not limited to business, healthcare, philanthropy, and the nonprofit sector.

**Ideal candidates will have the following qualifications:**

- A commitment to and understanding of Fenway's mission and constituents, preferably based on personal experience;
- Is a patient at Fenway Health (or be willing to receive some care at Fenway Health) and/or represents the patients of Fenway Health (sex, gender identity, race, national origin, sexual orientation);
- Savvy diplomatic skills and a natural affinity for cultivating relationships and convening, facilitating, and building consensus among diverse individuals including staff, donors and organizations;
- Professional experience with significant executive leadership accomplishments in health care, research, advocacy, business, government, philanthropy and/or the nonprofit sector; and
- Personal qualities of integrity, credibility and intellectual curiosity

**Service on Fenway's Board of Directors is without remuneration, except for administrative support, travel, food, and accommodation costs in relation to Board Members' duties.**