



POSITION: Member at Large of the Board of Directors

PURPOSE:

Volunteer members of the Board represent the community served. Collectively they are legally responsible for the corporation, including financial and program accountability. They define and implement the mission, vision, and values of Mothers' Milk Bank of Tennessee.

RESPONSIBILITIES:

- Assure the finances of the organization are handled prudently and legally; approve and monitor the annual operating budget; approve allocations and grants; ensure compliance with tax and corporate law; establish and monitor financial policies and practices.
- Select, support, and review the performance of the Executive Director.
- Set the future vision of the organization, based on the mission and values established, and develop the work plan and measurements to assure the vision is met.
  - Develop and implement a board development process to recruit, educate, evaluate, and recognize volunteer board members.
- Contribute financially, and with time and talent.

QUALIFICATIONS:

Willingness and ability to:

- Attend scheduled board meetings
- Support and participate in fundraising efforts
- Prepare in advance for board and committee discussions and decision-making
- Participate in annual and strategic planning

TERM:

Two years with an option to serve a second term.



## POSITION DESCRIPTION

TITLE: Board President

### PURPOSE:

Provides leadership to the volunteer board in fulfilling its responsibilities for governance, works as a partner with the Executive Director to help achieve the mission.

### RESPONSIBILITIES:

- Oversees planning and goal setting for Mothers' Milk Bank of Tennessee and ensures that the committee and staff structures are adequate and appropriate to meet the organization's goals.
- Ensures that the evaluation of programs, staff and organizational effectiveness takes place.
- Ensures that Mothers' Milk Bank of Tennessee fulfills all legal and fiscal accountability requirements.
- Ensures that the Board has the competence and skills necessary to fulfill its role, including recruitment of Board members, selection of Committee chairs, volunteer development, and succession planning.
- Ensures the annual review of the Executive Director.
- Chairs the meetings of the Board effectively, assuring adequate discussion, while keeping the meeting focused.
- Serves on and Chairs the Executive Committee.
- Serves as a role model for other volunteers.

### QUALIFICATIONS:

- Demonstrates commitment to the mission, vision, and goals of Mothers' Milk Bank of Tennessee
- Experience as a volunteer leader with responsibility in one or more major functions.
- Record of having supported the organization financially and with his/her time.

### TERM:

One year as President of Board, then serves as Ex-Officio the following year on Executive Committee



## POSITION DESCRIPTION

TITLE: Secretary

### PURPOSE OF POSITION:

Provides and ensures the maintenance, accuracy, and safety of all board records.

### RESPONSIBILITIES:

- Reviews Board meeting minutes for accuracy.
- Obtains information from records and minutes to help Board members in the decision-making process.
- Serves as a role model for other volunteers.

### QUALIFICATIONS:

- Demonstrated commitment to the mission, vision, and goals of Mothers' Milk Bank of Tennessee.
- Experience as a volunteer leader with responsibility in one or more major functions.
- Record of having supported the organization financially and with his/her time.

### TERM:

One year (consecutive years possible)



## POSITION DESCRIPTION

TITLE: Treasurer

### PURPOSE OF POSITION:

Provides leadership in carrying out the Board's vision of building a caring community by ensuring Mothers' Milk Bank of Tennessee is fiscally accountable and fulfills all legal and regulatory requirements.

### RESPONSIBILITIES:

Develops and implements policies and procedures to ensure that all funds, property and securities of Mothers' Milk Bank of Tennessee are managed prudently and responsibly.

Presents financial report to Board at meetings.

Oversees annual operating budget.

Monitors the fiscal performance of the organization.

Ensures that an annual audit of the organization is conducted and that an auditor is selected every two years.

### QUALIFICATIONS:

Commitment to the mission of Mothers' Milk Bank of Tennessee

Financial management, accounting, or related experience.

### TERM:

One Year (up to three consecutive terms)