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Description automatically generated**Capital Area Healthy Start Coalition (CAHSC)**

**Board Member Position Description**

**Mission**

CAHSC is a community coalition dedicated to improving the health of infants and their families.

**Goal**

Support the community and families by reducing the factors and situations that place pregnant women and infants in jeopardy of poor birth outcomes.

**Position**

The Board will support the work of Capital Area Healthy Start Coalition and provide mission-based leadership and strategic governance. While day-to-day operations are led by CAHSC’s Executive Director, the Board-Executive Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

**Leadership, governance, and oversight**

* Know the organization’s mission, policies, programs, and needs
* Serve as a trusted advisor to the Executive Director as s/he develops and implements CAHSC’s strategic plan
* Approve CAHSC’s annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
* Represent CAHSC to stakeholders, acting as an ambassador for the organization
* Select and evaluate the performance of the Executive Director
* Assist the Executive Director and Board Chair in identifying and recruiting Board Members
* Prepare for and attend board meetings on a bimonthly basis
* Serve on at least one committee, or special task force or take on special assignments
* Attend the annual meeting

**Fundraising**

CAHSC Board Members will consider CAHSC a philanthropic priority and make annual gifts that reflect that priority. So that CAHSC can credibly solicit contributions from organizations and individuals, CAHSC expects to have 100 percent of Board Members make an annual contribution of $300.

Board Members are expected to attend and support fundraising efforts and participate in special campaigns, including identifying and soliciting potential donors and event sponsors.

**Board Term**

CAHSC’s Board Members will serve for a two-year term. Board Members can serve no more than three consecutive terms but may return after one year off of the Board.