

Faces & Voices of Recovery Board of Directors Job Description

The 21 members of Faces & Voices of Recovery's Board of Directors guide and govern us, determining our position on matters of public policy, setting the budget and priorities of the organization and developing and overseeing strategic plans to guide our recovery advocacy work. Additional information about Faces & Voices of Recovery can be found at www.facesandvoicesofrecovery.org.

Faces & Voices strives for a diverse Board membership. Thirteen regional representatives maintain connections between local and state recovery community organizations and recovery advocates and the national organization. (Additional information about the roles and responsibilities of Regional representatives can be found at the end of this Job Description.) Board Members serve as leaders in the continuing development of Faces & Voices of Recovery through participation in Board meetings and on Board committees. Board members also represent and embody the Faces & Voices of Recovery campaign by communicating its mission and promoting its program and activities to the recovery community, friends and allied organizations.

- Board members are required to attend at least two-thirds of all full Board meetings per year (4 of 6 meetings). They are expected to prepare for and participate in all meetings. One of those meetings will be in person. Expenses for all face-to-face meetings will be reimbursed. The balance of meetings will occur telephonically or in person. In addition to participation in Board meetings, members serve on a least one active Board Committee. Committees are responsible for issues including personnel oversight, fund development and policy development. Throughout the year, committees will communicate regularly regarding their work and report to the full Board at meetings regarding their progress.
- Board members work closely with committee members and the recovery community in carrying out their work.
- Board members analyze and approve organizational financial, management, and program policies, and see that regular progress reports are given. Board members are ultimately responsible for ensuring that Faces & Voices of Recovery is operated in an accountable, legal and ethical manner. Faces & Voices appropriately insures board members in respect of liability for any claims, actions, costs, expenses, damages, demands, fines and administrative penalties which any or each of them may sustain, pay or incur as a result of or in connection with the performance of their duties as a board member.
- Board members will assure that Faces & Voices of Recovery carries out its activities in an ethical manner, free from personal gain which conflicts may provide.
- Board members participate actively in fundraising and development work by providing and reviewing lists, signing appeal letters, attending events, and joining in solicitation meetings with individuals, foundations and corporations.
- Board members participate in the selection of the Executive Director, monitor staff performance, and set policy on personnel practices, wage scales, and benefits.
- Board members are deeply committed to the mission of Faces & Voices of Recovery.

Faces & Voices of Recovery Board Regional representatives have additional responsibilities working within our regions. Some of those responsibilities include:

- Being a speaker whenever possible to have opportunities for face-to-face meetings with regional recovery advocates.
- Being alert for recovery community organization, association and other meetings and opportunities within the region to bring Faces & Voices of Recovery to groups and organizations
- Identifying and reaching out to allies and potential allies
- Providing, when possible, peer-to-peer advocacy support and organizational development support.
- Working with at-large board representatives.
- Meeting on a monthly basis with other regional representatives
- Managing regional listservs