



**FACES & VOICES
OF RECOVERY**

ADVOCATE. ACT. ADVANCE.

Faces & Voices of Recovery Board of Directors

Job Description

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

Faces & Voices strives for a diverse Board membership. 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 Faces & Voices of Recovery 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 (8 of 12 meetings). They are expected to prepare for and participate in all meetings. At least one of those meetings will be in person and the balance of meetings will occur telephonically unless otherwise planned. In addition to participation in Board meetings, members serve on a least one Board Committee. Committees meet monthly by phone and are responsible for issues including programs, membership, fund and policy development. Committees 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 are expected to financially support Faces & Voices and our organizational goal of having 100 percent of Board Members making an annual contribution. Each Faces & Voices of Recovery board member is responsible for securing \$1,000 in annual gifts, either donated personally or raised from others. It is up to each board member to determine how the \$1,000 is raised.
- 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 Chief Executive Officer, 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.