



Vision: Every child conceived is born.
Our Mission: Pregnancy Help Clinic embraces life by offering support, education, and hope to a woman in her pregnancy decision and life journey.

Board of Directors Member Job Description

Commitment: Part-time volunteer /8-10 hours a month

Reports to: Board of Directors Executive Committee

Summary:

Members of the Pregnancy Helpline dba Pregnancy Help Clinic Board of Directors have an ethical and legal responsibility to assist the organization in doing its best work to achieve its stated purpose, uphold established Bylaws and Policies and Procedures. Board members are to support the mission, vision and values of Pregnancy Help Clinic and should act responsibly, ethically and prudently as stewards of the organization.

Responsibilities

1. Represent the Pregnancy Help Clinic to the community. Interpret the mission and values of the organization to the community. Look for new ways to advance the organization financially or through positive public relations in the community.
2. Attend all meetings of the board. Monthly meetings are held on the third Tuesday of the month. If a member is unable to attend, they should let the board president and executive director know in advance so that they can be informed of any decisions that need to be made and to give their input.
3. Stay informed about what is going on in the organization. Ask questions and request more information if needed.
4. Participate in and take responsibility for making decisions on issues, policies and other board matters.
5. Participate in an annual Strategic Planning session.
6. Annually elect an Executive Board consisting of a President, Vice President, Secretary, and Treasurer.
7. Participate in the annual review of the Executive Director (non-voting board member).
8. Attend special fundraising events to help represent Pregnancy Help Clinic to the public.
9. Make a commitment to personally help the donor development and fundraising of the organization.
10. Act in the best interest of the organization and excuse oneself from the discussion and vote where there may be a conflict of interest.
11. Work in good faith with staff and other board members as partners towards the achievement of Pregnancy Help Clinic's mission, vision, and values.

Requirements

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of this position.

- Ability and willingness to demonstrate commitment to the organization's mission, vision, and core values in the execution of this position's responsibilities.
- Significant level of expertise in an area that will benefit Pregnancy Help Clinic.
- Ability to see the big picture and be motivated by faith in the supernatural work of God.
- Maintains a wide network of friends, ministry, and professional contacts.
- Willingness to research and learn best practices for the pregnancy center industry.
- Ability to work with many different personality types.
- Must have independent sound judgement and adhere to high standards of excellence.
- Demonstrate a commitment to honesty, loyalty and excellence.
- Understand the importance of confidentiality on sensitive information.

Physical Requirements

The physical demands of this position are representation of situations that will be encountered while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, a board member may be required to sit or stand for long periods of time. When participating in an event, a board member will be required to use their legs, hands and arms to lift and move items of light weight. Periodically this position requires day time and evening hours, and driving to various locations.

Questions To Consider Before Becoming A Board Member:

1. Can I make the time available to effectively serve on the board to do the necessary homework, to attend the meetings, participate in and attend fundraisers and planning sessions?
2. What would I bring to the board in terms of my experience, abilities, interests, resources, spiritual gifts and relationships?
3. Is my spouse supportive?
4. Is God leading my decision?
5. Am I willing to learn and grow, to work, to do homework, to serve?
6. Can I think independently without insisting on my way?
7. Can I be present without a conflict of interest?