



## **MentorCONNECT: Board Vice Chair Job Description**

*This is an extraordinary opportunity for an individual who is passionate about the Vision and Mission of MentorCONNECT, has a strong interest in and aptitude for administrative, oversight, and fundraising matters, and is a leadership-minded team player.*

### **Who We Are**

MentorCONNECT is the first global non-profit eating disorders mentoring community. To date, we have welcomed more than 3,500 members, of whom 98% are female, 87% are from the USA, 5% are from Canada, and 8% are from 43 other countries. Members range in age from 14-70 and are recovering from the full spectrum of eating disorders. Fully 10% of those who apply to participate in our community are recovered from an eating disorder.

### **Vision and Mission**

**Vision:** MentorCONNECT's Vision is to provide individuals with the means to break through the isolation of eating disorders by sharing the tools of recovery in supporting relationships.

**Mission:** We accomplish this Mission by connecting members individually and in groups with mentors to share experiences, provide guidance, and help each other through the struggles and triumphs of our journeys.

### **501(c)3**

MentorCONNECT is recognized by the Internal Revenue Service as a registered 501(c)3 not-for-profit corporation as of January 1, 2011. MentorCONNECT is also recognized by the state of Texas as a nonprofit corporation as of May 28, 2010.

### **Board Member Hallmarks of Success**

In order to succeed as a board member, the candidate must be willing to be proactive and volunteer for tasks and must be interested in working in a collaborative, mutually respectful, team-based environment. Candidates who have a good sense of humor, are bright and interested in exploring uncharted territories and new possibilities, are creative thinkers, are caring and compassionate, are willing to speak up and share their thoughts, and are willing to dig in and learn about eating disorders and mental health/recovery issues (if they are new to these arenas) are an asset to our organization. We are as interested in board members who do not have personal experience with eating disorders as those who do. Diversity helps us to serve our community more effectively.

### **Compensation & Term Length**

Board member service is a non-compensated position as specified by the organizational bylaws. The Board Chair and Secretary have 3-year terms. The Treasurer and Vice Chair and all other Directors have 2-year terms.



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### Three Legal Duties of a Non-Profit Board Member

*The following three legal duties are required of board members for all non-profit organizations:*

1. Duty of Care: pay attention to what is going on inside the organization and make sound decisions based on accurate information
2. Duty of loyalty: put the organization's wellbeing above any other interests when making decisions on behalf of the organization
3. Duty of obedience: act in accordance with the organization's vision, mission, goals, and bylaws

### Mentor Connect Board Member Roles and Responsibilities

#### *Vision, Mission & Programming*

1. Stays informed about the organization's mission, services, policies, and programs
2. Commits to informing others about the organization
3. Keeps up-to-date on developments in the organization's field

#### *Board and Committee Meeting Attendance and Participation; Time Commitment Per Meeting*

1. Regularly prepares for and attends board meetings and important related meetings and special events (3-4 hours per meeting – including preparation; minimum 4 times annually)
2. Makes a serious commitment to participate actively in committee work by joining and participating in one or more committees per term (1-2 hours per meeting as needed)
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
4. Is an active participant in the board's annual evaluation and planning efforts

#### *Finance, Fundraising & Giving*

1. Assists the board in carrying out its fiduciary responsibilities, including but not limited to such tasks as reviewing the organization's quarterly and annual financial statements
2. Makes an annual financial contribution to the organization at a personally appropriate level
3. Participates in fundraising for the organization as applicable

#### *Management, Governance & Sustainability*

1. Suggests possible nominees to the board who can make significant contributions to the work of the board, its committees and the organization
2. Follows and assists with upholding all bylaws, conflict-of-interest, confidentiality and other policies
3. Refrains from making special personal requests of the paid staff and leadership-level volunteers



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### **Board Vice Chair Role** (from Organizational Bylaws)

The **Vice Chair** shall attend all Board meetings, serve on the Executive Committee, carry out special assignments as requested by the Board Chair, understand the responsibilities of the Board Chair, and be able to perform these duties in the Chair's absence and participate as a vital part of the Board leadership.

### **Executive Committee** (from Organizational Bylaws)

The Executive Committee shall be a standing committee consisting of the Chair, **Vice Chair**, Secretary, and Treasurer. The Executive Committee shall serve as the central planning group for the Corporation and as an advisory group to the Executive Director.

### **Board Vice Chair Specific Job Duties**

*The following activities are required in the Board Vice Chair role.*

Estimated time commitment: 1-2+ hours monthly in between meetings; 2+ hours in meeting months;

Outgoing Board Chair note re: Vice Chair Position: The principle role of the Vice Chair to date has been to advise and support the Board Chair in any way that may be needed – including standing in for the Board Chair on the rare occasion circumstances require it. As such, the Vice Chair role is technically a backup or “understudy” to the Board Chair. Vice Chairs with an interest in serving in the Board Chair role in the future can prepare quite well by serving for a term in the Vice Chair role.

#### Administrative (30% of time as noted above)

- Support the Board Chair as needed to plan, organize, and facilitate quarterly board meetings.

#### Management (40% of time as noted above)

- Support the Board Chair to ensure the organization has a long-range strategy that achieves its mission and vision, and toward which it makes consistent and timely progress. This includes participation on and/or leadership of exploratory committees.
- Stand in as de facto Board Chair as needed to preside at quarterly and special board meetings (following Robert's Rules of Order for all voting matters).
- Serve on/lead such exploratory committees as Chair deems necessary or by Board request (research and present motions/second on more complex issues where additional informational is needed prior to Board vote)
- Support the Board Chair to better facilitate Director engagement and productivity.
- Work with the Executive Committee to propose new candidates for board terms and solicit recommendations from within and outside the organization as needed.
- Remain available for a period of 6 months post-term to mentor and guide the incoming Board Vice Chair as needed.



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*Board Vice Chair Specific Job Duties, cont.*

### Legal/Financial (10% of time as noted above)

- Be prepared to step in as de facto Board Chair as needed to act as agent of record for the organization with the IRS and any private contractors or entities and to ensure all of the organization's legal and fiduciary duties (as outlined in Bylaws) are met.
- Ensure all legal and financial obligations are met as per Bylaws.
- Work with the Executive Committee to develop and propose new guidelines, Bylaws revisions, policies, and documents such as may be needed to govern the organization's activities.

### Director-to-Staff Liaison (10% of time as noted above)

- Support the Board Chair as needed to Liaison with the Staff side (contact will primarily be directly with the Executive Director).

### Public Relations (10% of time as noted above)

- Support the Board Chair to liaison with professionals, community members, the greater community, and organizations to serve as ambassador and spokesperson for the organization.
- Support the Board Chair to monitor and direct overall public perception and experience with the organization.