



National Association of Community Health Workers Board Director Position Description

The National Association of Community Health Workers (NACHW) unifies the voices of CHWs and strengthen the profession's capacity to promote healthy communities.

NACHW's Board of Directors* exercises the powers of the Corporation as defined in the state of Delaware, where the organization is incorporated. The board is responsible for establishing the policies of the organization, hiring/firing the executive director, and ensuring that the organization operates consistently with its bylaws and Manual of Operations. Members of the board are specifically obliged to carry out the duties of care, loyalty, and obedience, as follows:

Duty of care: Board Directors must give the same care and concern to their board responsibilities as any prudent and ordinary person would. This means Board Directors should actively participate in board meetings including retreats and on at least one (1) committee. Active participation includes regular attendance, preparation, and engagement. Additionally, Board Directors actively work with each other to advance NACHW's mission and goals. Board Directors should be able to read and understand financial reports or be willing to learn and be willing to question expenditures and examine variances. Mentoring is available as needed. Board Directors are also responsible for strategic planning and achieving NACHW's short- and long-term goals.

Duty of loyalty: Board Directors must always place the interests of NACHW ahead of their own. Board Directors must publicly disclose any conflicts of interests and not use board service for personal gain.

Duty of obedience: Board Directors must ensure NACHW abides by all applicable laws and regulations and does not engage in illegal or unauthorized activities. Board Directors carry out NACHW's mission in accordance with the purpose stated to receive non-profit status.

In addition, NACHW board members are expected to:

1. enthusiastically support the mission and values of the organization with their time, skills, and resources;
2. abide by the organization's Conflict of Interest policy;
3. understand the respective roles of the board and staff;
4. attended all regular and special board meetings and other events requiring board participation and
 - a. come prepared to participate in board discussions, having read all materials supplied in advance;
 - b. try to be an objective decision maker, considering the impact of issues on individuals, the organization and the community;
 - c. notify the president or clerk if unable to attend a meeting and contact board colleagues to learn what happened at any meeting(s) they are unable to attend;



5. fulfill their responsibilities as a committee leader and/or member, including regular attendance and additional work that may be required to advance the committee's purposes; and
6. always represent NACHW and the CHW profession well.

Board directors should have some flexibility with scheduling. Meetings and other related work needed by NACHW may occur during regular work hours, in the evenings after work, and/or on weekends.

NACHW members elect Board Directors at the annual meeting. Board Director terms are staggered, ensuring continuity of overall board membership. Individual board directors serve for terms ranging from one to three years. The Board of Directors elects NACHW's officers, meets regularly, and works through a committee structure. Regular and special meetings may occur either electronically and/or face to face and/or in person.

** Although NACHW has non-profit status, we have engaged Health Resources in Action in Boston, MA as our fiscal agent. Due to our fiscal arrangement with HRIA NACHW Directors may be referred to as an Advisory Board at certain times.*