

Missouri Health Care for All Board Commitment Policy

I UNDERSTAND MY RESPONSIBILITIES TO MHCFA:



Participation in Board Meetings:

As a board member, I am expected to attend all scheduled meetings of the Board, as well as special board meetings and the annual Board Retreat. The meetings can be on conference call or in person. If I must miss a meeting for family, religious, business or health reasons, I should notify the Executive Director or Board President prior to the meeting. If a board member misses three meetings in a 12 month period, a member of the Executive Committee will contact the board member regarding the absences and to discuss whether ongoing Board service is appropriate.

It is my responsibility to prepare for the meetings by reviewing the agendas and supporting materials prior to the meeting, and to actively participate in the meetings.

Fundraising:

Board members are key to MHCFA's fundraising success.

As a board member, I am expected to make an annual donation that is personally significant, with the understanding that what is significant or possible varies greatly among Board members. Board members may meet this responsibility by making a one-time annual gift or by setting up a recurring monthly donation.

I am also expected to support the annual Fund Development plan. Board members can support the plan in a number of ways, including making personal asks of contacts, hosting or assisting with fundraising events, or sending letters or emails to potential supporters.

Maintaining Contact Information:

It is my responsibility to stay in touch with the Executive Director and staff of the agency. I will report changes to my address, phone or email to staff.

Oversight Responsibility

I am responsible, along with the other members of the Board, for MHCFA. I am responsible for the health and well-being of the organization and have pledged myself to help MHCFA realize its mission. While it is not my responsibility to run the organization's daily operations, it is my responsibility to help set the organization's direction, to oversee the organization's programs, and to ensure that the organization is operating in the interest of the people impacted by health access issues in Missouri. If I have concerns about the function of the organization, it is my responsibility to raise these concerns with the Executive Director or other members of the Board.

Financial Oversight

As a Board member, I am responsible, along with the other Board members, for the financial health of MHCFA. It is my duty to know what our budget is, and to be active in planning that budget and monitoring our fiscal health throughout the year.

Committee Participation

Much of the Board's work happens through committees or ad hoc work groups. I will do my best to participate in at least one committee or work group each year.

Programmatic Assistance

While my primary responsibilities as a Board member are in the areas of governance and oversight, I have important contributions to make to MHCFA's programmatic work. I will participate in the programming of the organization when and how I am able. My participation demonstrates the Board's investment in the organization's work, and gives me greater insight as a Board member.

Commitment

I understand that being a Board member of MHCFA is a serious commitment. I will do all I can to be an active participant and will avoid making other commitments that prevent me from participation.

Chain of Command

I will respect the chain of command within the staff employed by MHCFA and that my first contact for organizational concerns about MHCFA is the Executive Director. Should the Executive Director be unable to address my concerns, or if the Executive Director is not the appropriate person given the nature of my concern, I will contact members of the Board Executive Committee.

Good Faith

I understand that I am being asked to make a good faith agreement and that every Board member is making a statement of faith about every other Board member. We trust each other to carry out the above agreements to the best of our ability, each in our own way, with knowledge, approval and support of all. I know that if I fail to act in good faith, I must resign or someone from the Board may ask me to resign. Likewise, if it comes to my attention that a Board member is not acting in the best interest of MHCFA, it is my responsibility to bring that information to a Board officer, or to the full Board if the situation cannot be resolved by the Executive Committee.

Confidentiality

As a Board member, I am privy to confidential information about MHCFA's programming, finances, donors and supporters. I will maintain confidentiality and will not share private information with those outside of the organization. If I am unsure whether information is confidential or not, I will contact the Executive Director or a member of the Board Executive Committee.

I UNDERSTAND MHCFA'S RESPONSIBILITIES TO ME:

Financial Reports

I will receive, without request, regular financial reports, and will be given the opportunity to ask questions and raise concerns about them.

Meeting Notice

I will be given ample notice of all regularly scheduled meetings and will receive written minutes of each such meeting.

Staff Support

I will be able to call on the Executive Director to discuss program and policy goals and objectives. My input and concerns will be taken seriously by the Executive Director and staff. The executive director will

respond in a direct and thorough fashion to any questions I might have in regard to the organization or refer me to the appropriate staff member or to other members of the board.

Professional Development

I will be given opportunities to further develop my skills and knowledge base.

Respect for My Time

The staff and Board officers will respect my time and will not ask me to participate in unnecessary meetings or activities.

Annually, Board members will review this policy and sign it so it can be placed on file at the MHCFA office.

I have read and agree to follow the Board of Directors Commitment Policy.

Name

Date