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**Member of the Board of Directors**

**Job Description and Expectations**

Purpose: To advise and oversee policy and direction, and assist with the leadership, financial sustainability and general promotion of Mobile Care Chicago so as to support the organization’s mission and needs.

**\*Major responsibilities:**

* Organizational leadership and advisement
* Organization of the board of directors, officers, and committees
* Oversight of the institution’s policies and procedures
* Financial management, including adoption and oversight of the annual budget
* Oversight of program planning and evaluation
* Promotion of the organization
* Fundraising and outreach

\*Members of the board share these responsibilities while acting in the interest of Mobile Care Chicago. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

**Meetings and time commitment:**

* The board of directors meets quarterly. Meetings typically last 2 hours. Members are expected to attend 75% of meetings.
* Committees of the board meet at varying times, but generally four times per year.
* Board members are expected to attend 50% of fundraising events (there are currently 2 events per year).

**Expectations of board members:**

* Attend and participate in meetings on a regular basis, and special events, attending 75% of meetings and 50% of special events.
* Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
* Be alert to community concerns that can be addressed by Mobile Care’s mission, objectives, and programs.
* Help communicate and promote Mobile Care’s mission and programs to the community.
* Become familiar with Mobile Care’s finances, budget, and financial/resource needs.
* Understand the policies and procedures of Mobile Care Chicago.
* Financially support Mobile Care Chicago, committing to donate or personally fundraise a minimum of $5,000. (Mobile Care values diverse voices and experiences. For candidates unable to meet this minimum, Mobile Care can explore alternative contributions.)