

San Luis Valley Behavioral Health Group

Member of the Board of Directors

Board Vice Chair

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the San Luis Valley Behavioral Health Group to support the organization's mission and values.

Vision: To Improve the quality of life for the residents of the San Luis Valley.

Mission: To provide access to quality behavioral health services that enrich lives and promote wellness. We are driven by a profound respect for human dignity and a desire to serve the underrepresented, the disenfranchised, and those who experience behavioral distress.

Values: see attached Values Statement

Position Overview:

The Vice Chair supports the Board Chair in providing leadership and direction to the Board of Directors. The Vice Chair stands in for the Chair when necessary and helps ensure the organization's mission and goals are achieved. This role involves significant collaboration with the Board Chair, Chief Executive Officer, and other board members.

Key Responsibilities:

1. Support to Board Chair:

- Assist the Board Chair in fulfilling their responsibilities.
- Stand in for the Board Chair during their absence, including presiding over board meetings.
- Collaborate with the Board Chair on agenda-setting and strategic initiatives.

2. Leadership and Governance:

- Support the Board Chair in promoting a culture of transparency, accountability, and ethical behavior.
- Help ensure the board adheres to its bylaws, policies, and procedures.
- Assist in leading the board in strategic planning and monitoring implementation.

3. Board Development:

- Participate in recruiting, onboarding, and developing new board members.
- Assist in conducting regular assessments of board performance and identifying areas for improvement.
- Encourage active participation and engagement from all board members.

4. Committee Oversight:

- Chair or participate in one or more board committees as needed.
 - Ensure committees are functioning effectively and report their activities to the full board.
5. **Chief Executive Officer Support:**
- Support the Board Chair in providing guidance and performance evaluation for the Chief Executive Officer.
 - Act as a liaison between the board and the Chief Executive Officer when necessary.
6. **Fundraising and Resource Development:**
- Support the Board Chair and the organization in fundraising and resource development efforts.
 - Participate in donor cultivation, solicitation, and stewardship activities.
7. **Financial Oversight:**
- Assist in reviewing and approving annual budgets, financial statements, and audit reports.
 - Support the Board Chair in ensuring financial stability and sustainability.
8. **Advocacy and Representation:**
- Represent the organization to external stakeholders, including donors, partners, and the community.
 - Advocate for the organization's mission and programs in public forums and media.

Qualifications:

- Demonstrated leadership experience, preferably in a non-profit or community-based organization.
- Strong understanding of governance, strategic planning, and financial oversight.
- Excellent communication and interpersonal skills.
- Ability to facilitate group discussions and build consensus.
- Commitment to the organization's mission and values.
- Experience in fundraising and donor relations is preferred.

Meeting and Time Commitment:

- The Vice Chair is expected to dedicate significant time to board duties, including attending regular board meetings, committee meetings, and organizational events.
- The Board of Directors meets monthly on the last Tuesday of the month, at 5:00 pm, at the Alamosa San Luis Valley Behavioral Health Group location, with an option to join the meeting remotely via Zoom. Meetings typically last 2-4 hours.
- Committees of the board meet an average of four to six times per year, pending their respective work agenda.
- Board members are asked to attend several special events per year as they are determined. CBHC Conference, Board Appreciation Christmas Dinner, Employee Recognition Luncheon, Annual Strategic Plan Retreat, and Health Colorado Retreat.

(Note: board presence may be requested at other impromptu community events or meetings. For example, an open house.)

Expectations of Board Members:

- Attend and participate in meetings in accordance with the bylaws
- Attend 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 the San Luis Valley Behavioral Health Group mission, objectives, and programs.
- Help communicate and promote the San Luis Valley Behavioral Health Group mission and programs to the community.
- Become knowledgeable about the San Luis Valley Behavioral Health Group programs, finances, budget, and financial/resource needs.
- Become familiar with the policies and procedures of the San Luis Valley Behavioral Health Group.

Compensation:

Directors shall not receive compensation for their services as such, although the reasonable expenses of directors of attendance at board meetings may be paid or reimbursed by the Corporation. Directors will be given a \$45 monthly stipend to be used towards meeting expenses.

Term Limits:

The term of office for the Vice Chair is one year, with a two-term limit. Officer elections occur yearly at the end of the fiscal year.

I understand the roles and responsibilities outlined in the job description that was provided to me.

Board Member Signature

Date

Board President Signature

Date