#### BOARD OF DIRECTORS Member Guide



### **Our Mission**

The Hawai'i Island HIV/ AIDS Foundation is a nonprofit organization dedicated to building a healthier, stronger community with an emphasis on HIV and related health issues.

#### **Our Vision**

Hawai'i Island will become a place where new HIV infections, and related health issues, are rare and when they do occur, every person, regardless of age, gender, race/ethnicity, sexual orientation, gender indemnity or socio-economic circumstance will have access to high-quality, life-extending care, free from stigma and discrimination.

- Teach
- Test
- Treat
- Triumph



West Hawai'i 75-240 Nani Kailua Dr., Ste. 5 Kailua-Kona, HI 96740 Phone: (808) 331-8177 Fax: (808) 331-0762

**East Hawai'i** 16-204 Melekahiwa Pl., Ste. I Kea'au, HI 96749 Phone: (808) 982-8800 Fax: (808) 982-8802

www.hihaf.org

# What it means to serve

Your duties and responsibilities as a member of the board



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Pupukahi i holomua > Unite to move forward

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What it means to serve: Your duties and responsibilities as a member of the board

## Community

#### **Focus on Mission**

- » Ensure that all programs and services truly reflect HIHAF's Mission, as well as the needs of the community.
- » See that all actions of HIHAF meet the legal, ethical, and quality standards of HIHAF and the community.
- » Help to develop, monitor, and periodically evaluate strategic plans and operating policies of HIHAF.
- » Enhance HIHAF's image in the community.
- » Be knowledgeable of, and committed to, HIHAF services and goals.

#### **Connect with Community**

- » Actively identify and cultivate new prospects for support.
- » Assist HIHAF in identifying pro bono resources.
- » Interpret work of organization to the community and report back on opportunities for HIHAF to serve.
- » Execute Public Affairs plans.
- » Assist in forging new partnerships with other community organizations.
- » Represent HIHAF at special events.



#### Assume & Develop Leadership

- » Organize, evaluate and review top leadership of the Board of Directors.
- » Identify and secure new leadership at the board and committee levels to move the organization fotward.
- » Assess leadership periodically to meet agency's evolving needs.
- » Organize the Board into appropriate committees and task forces.

#### Engage Fully

- » Commit to HIHAF, its purpose, and community service.
- » Serve on at least one committee during term.
- » Attend meetings (75% of Board and committee meeting).
- » Bring your expertise and support to key policies, decisions and results evaluation.
- » Remain knowledgeable and well-informed.
- » Respect and support staff talent and partnership.
- » Participate in an annual evaluation of the board's performance towards meeting the goals it set for the organization.
- » Serve others and impact major challenges of HIHAF in serving the community and people of the Big Island.
- » Share in the joys and successes of a dynamic organization.



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#### **Know Money Matters**

- » Oversee and protect the assets of HIHAF, including agency's operating funds, insurance, facility maintenance and other fiscal responsibilities, policies and liabilities.
- » Approve the annual budget, delegating to staff the daily authority to administer these funds.
- » Develop, guide and participate in HIHAF's Fund Development.
- » Donate, oversee and support capital, annual giving, endowment, or any other sanctioned fundraising efforts on behalf of HIHAF and the people it serves.
- » Contribute and help to develop prospects and contributors to HIHAF.
- » Secure funds required for current expenses by mobilizing the entire volunteer and staff forces for active participation in funding efforts.

#### **Provide Support**

- » Each Board member will raise annual financial resources for HIHAF and is expected to give or bring in a minimum annual contribution of \$2,500.
- » Assume and recruit leadership in HIHAF capital and endowment fundraising efforts.

