



## **2019 BOARD MEMBER JOB DESCRIPTION**

Chicago Women's Health Center (CWHC) was established in 1975 as a feminist health collective. CWHC's mission is to facilitate the empowerment of women and trans people by providing health care and health education in a respectful environment where clients pay what they can afford. CWHC provides primary care, gynecology, trans health services, counseling, alternative insemination, acupuncture and massage, and sexual health education for young people. All services are provided on a sliding scale.

CWHC values diversity, striving to represent the communities it serves and to be affirming of all identities and life experiences. CWHC's modified collective structure means that every member has input into policy decisions and shares responsibility for the work of the organization.

The CWHC Board Committee was formed in the fall of 2005 to support CWHC's administrative, financial, fundraising and organizational matters. The current focus of the Board Committee includes fundraising, financial sustainability, board development, and furthering of CWHC's work towards becoming a more inclusive, diverse, and equitable organization.

All board members are part of relationship building on behalf of CWHC, including individual and collaborative efforts to reach the Board's fundraising goal. In the 2020 CWHC fiscal year, the board is collectively aiming to raise over \$20,000 to support the health center.

Members of the Board Committee are members of the CWHC Collective. Collective members approve prospective board members to serve three-year terms on the Board; board members may serve two consecutive three-year terms.

The responsibilities of CWHC Board Committee members include (not listed by priority):

1. Attend Board meetings, Collective meetings, and Board subcommittee meetings. This totals roughly one or two meetings per month, with some months heavier than others.
2. Participate in an intensive board orientation through a series of meetings with CWHC staff and collective members.
3. Fundraise on behalf of CWHC.
  - a. As with all of our services, CWHC is committed to the economic accessibility of its Board. With this in mind, CWHC's Board "Give or Get" slides down to a \$750 annual minimum. All board members are asked to make a meaningful personal gift to CWHC with each appeal as a part of their "Give or Get". Board members with financial means are

- encouraged to pledge to CWHC above and beyond this minimum.
- b. Identify and solicit at least 10 new donors or income sources per year in order to diversify the CWHC funding streams.
  - c. Work with the Board Committee to host an annual Board fundraiser, in addition to the voluntary smaller events board members may host each year.
4. Contribute unique skill sets and experience to assist the collective in short and long-term organizational strategic planning, board development, fundraising, current priority advancement, and financial management.
  5. Participate as an active CWHC collective member and provide 6-10 hours of volunteer service a month (this includes the previously mentioned meetings). Commit to the process of collective decision-making, and actively participate in committee and collective work.
  6. Stay informed about Board Committee matters, prepare for committee meetings, and review and comment on minutes and reports.
  7. Participate actively in the Board Committee's ongoing recruitment efforts.
  8. Enhance CWHC's public image by enlightening as many people as possible about the importance of the organization's mission. Help build key relationships for the health center, particularly in the Uptown community and to help diversify the individuals served.
  9. Attend at least three events sponsored by or in support of CWHC annually.