

FHANA Board of Director Duties

Being a member of the FHANA Board of Directors is an intense yet rewarding experience. FHANA serves a wide group of members with a variety of needs and interests. Therefore, it involves a great deal of commitment and sacrifice on the part of the Director in order to serve the membership as a whole. It is a responsibility not to be undertaken lightly.

The role of the FHANA Board of Directors is as follows:

- Establish and promote the mission, goals and policies of FHANA.
- Maintain the integrity, independence and ideals of FHANA; do not allow individuals or organizations to compromise these principles.
- Develop and implement a long-range plan for FHANA; define strategy and time frames for achievement of strategic goals.
- Ensure the long term financial stability and strength of FHANA
- Ensure the long term organizational stability and strength of FHANA; facilitate the involvement and education of the membership to promote future growth and volunteer participation.

In order to achieve these goals, each Director has specific responsibilities. Attending Board meetings is only the beginning.

The responsibilities of a FHANA Board of Directors member include the following:

- Be committed to the mission, goals and policies of the organization.
- Follow the letter and spirit of the FHANA Code of Conduct at all times. This includes in person, telephone, social media and all other communications, electronic or otherwise.
- Perform the functions and work of the board to the best of one's ability.
- Maintain the confidentiality of any sensitive information obtained in the course of Board duties, as well as of any Special or Executive Session meetings.
- Contribute financially to the organization to the best of one's ability and seek financial support from others outside of the organization.
- Recommend others who could serve on the board or be of particular value to the organization in other capacities.
- Avoid any conflicts of interest and situations that would compromise the principles of the organization or lead to the perception of compromise.
- Be knowledgeable about the organization, the services it provides and the membership it serves.
- Act as the Board Liaison for various Committees.
- Attend all Board of Directors Meetings and Committee Meetings for which you are the Board Liaison.
- Be responsive and communicative to the membership at large.
- Treat all members with respect, fairness, and impartiality.

To aid new Board of Directors members in performing these duties, all newly elected Directors will be required to participate in an Onboarding process with the FHANA Executive Director. This process can be done virtually or in person at the FHANA Office; however, attending the FHANA Office in person is strongly recommended.

Each Director has a fiduciary responsibility to FHANA to ensure that their actions do not negatively impact the association or its membership.

All actions of a Board member reflect upon the organization. This is true whether the Director is acting in an official capacity or not, even in a private setting or forum. Acting in a way that reflects poorly on FHANA impacts the association and its members in both tangible and intangible ways. It drives members away from the organization and discourages new members from joining. It damages the membership's trust in the FHANA Board of Directors and the organization as a whole. These actions are not acceptable from a FHANA Board of Directors member. As such, professional, ethical behaviour is expected at all times.

In order to operate as an effective member of the Board of Directors, certain qualities are necessary.

A Director must:

- Have the ability to check their personal feelings at the door
- Be able to problem solve under high pressure situations
- Discuss sensitive issues without abusive behaviour or attacks
- Be willing and able to listen to opposing points of view
- Always treat other Board of Directors members and FHANA members at large with respect and dignity
- Always act in a professional manner
- Be able to express themselves publicly with clarity, integrity, and tact

To support the above responsibilities and qualities, a Board of Directors member waives certain rights within the organization.

1. A Board of Directors members may not file a grievance with FHANA at any time during their tenure on the Board. They also waive the right to file a grievance about any incident that occurred during their tenure on the Board even once they are no longer a member of the Board of Directors.
2. Directors may not accept individual gifts of any kind in excess of \$100.00, in connection with the Board member's relationship with FHANA. All such gifts are to be reported to the president who shall divulge gifts received during the calendar year to the BOD.

By signing this letter, I certify that I understand the commitment I am making, and I certify that I will follow the additional responsibilities and restrictions outlined in this letter, as well as FHANA's By-Laws, Code of Conduct and the Rules and Regulations.

Signature _____

Date _____

Name (please print)
