



JOB DESCRIPTION – PAN BOARD MEMBER/DIRECTOR

Responsibilities of a PAN Board Member/Director

POLICY:

The position of board member for the Pacific AIDS Network is an elected voluntary position responsible for the governance of the organization on behalf of members, consumers and providers of service, and society. A board member's primary responsibility is to act as a steward on behalf of its constituents, rather than acting on behalf of self; and, to serve as a trustee to assure the organization's future is planned, monitored, and evaluated in the best interest of PAN's mission statement and the advancement of people and communities in the face of HIV, hepatitis C and related communicable diseases and infections.

REQUIREMENTS:

1. Actively participate in planning processes and discussions that will lead to policies regarding organizational product offerings and their measured effectiveness and efficiencies; fiscal resiliency and accountability; leadership succession; and infrastructure development that leverages paid and unpaid human resources to fulfill the mission of PAN.
2. Maintain a focus on long-term goals as articulated in a board-approved Strategic Plan with proper authority delegated to professional staff and board committees to fulfill approved goals.
3. Assume an active role on behalf of PAN in reaching out and growing relationships with member organizations, contributors, government agencies, and local communities under the direction of the executive management and the board-approved Strategic Plan.
4. Assure adequate preparation to fully participate in all board business including regular and timely computer access, e-mail and tele-communication capabilities, attendance at all scheduled board meetings, and participation in training programs, discussion groups and committee meetings as feasible.

DUTIES:

1. Board members will attend teleconference meetings held every two months each calendar year, and two face to face/in person meetings each year.
2. In the event a board member is unable to attend a meeting, regrets shall be sent to the Board Co-Chairs or Executive Director, in advance of the meeting.
3. All new board members upon election, shall attend an orientation session.
4. Each board member will conduct outreach calls, meetings and/or engage via email with members or other constituents in their region.
5. Board members will conduct an annual performance review of the Executive Director.
6. Board members will conduct an annual board evaluation process.



DUTIES, cont.:

7. Board members will conduct an annual or semi-annual organizational assessment that monitors all products against board-approved strategic goals.
8. Board members will create/implement and review an annual board work plan, including succession planning and PAN member recruitment, on an annual basis.
9. Board members will establish an annual fundraising goal to fund the strategic directives outlined in the strategic plan with board, committee and management roles defined.
10. Board members will assess pending legislation and their impacts at each board meeting.