



Roles and Responsibilities for Members of the Board of Directors

ACHA seeks to improve the quality of life and extend the lives of adults with congenital heart defects. Through education, outreach, advocacy, and promotion of research, ACHA serves and supports the more than one million adults with congenital heart defects, their families and the medical community. For more information, please ACHA's website at www.achaheart.org.

Position

The Board of Directors (Board) supports the work of ACHA and provides mission-based leadership and strategic governance. While day-to-day operations are led by ACHA's chief executive officer (CEO) and staff, the Board-CEO/staff relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Leadership, governance and oversight

- Serving as a trusted advisor to the CEO as s/he implements ACHA's strategic plan
- Reviewing outcomes and metrics created by ACHA for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics
- Evaluating the work of the CEO and the board on an annual basis
- Reviewing agenda and supporting materials prior to board and committee meetings
- Approving ACHA's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Assisting the CEO, Board Chair, and Nominating Committee in identifying and recruiting other Board Members
- Partnering with the CEO and Board members to ensure that Board resolutions are carried out and that actions to achieve ACHA's strategic goals are successfully undertaken
- Serving on committees and taking on special assignments; board members are expected to serve on at least one committee
- Representing ACHA to stakeholders; acting as an ambassador for the organization
- Ensuring ACHA's commitment to a diverse board and staff that reflects the communities ACHA serves

Fundraising

ACHA Board Members consider ACHA a philanthropic priority and make annual gifts that reflect that priority. So that ACHA can credibly solicit contributions from businesses, foundations, organizations, and individuals, ACHA expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity. Specifically, this requires an annual financial contribution to ACHA of at least \$5,000, raised or contributed.

Board terms/participation

ACHA's Board Members serve a two-year term to be eligible for re-appointment for two additional terms. Board meetings are held bi-monthly with at least one in-person meetings each year. Committee meetings are held at regular intervals at the discretion of each individual committee.

Qualifications

This is an extraordinary opportunity for individual leaders who are passionate about ACHA's mission and who have a track record of board leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. Their accomplishments will allow them to attract other well-qualified, high-performing Board Members.

Board Members are expected to embody the following qualities:

Wisdom: Individual leaders who bring mature judgment to complex matters, who are wise enough to make the right decisions (often on the spot).

Wealth: Individual leaders who are willing to make or develop major gifts — those who will stretch and will make the organization the focus of their philanthropy.

Work: Individual leaders who are willing to put in the hours, attend meetings, participate in events, etc.

Wallop: Individual leaders who have clout, power and leverage, who have influence within their own community and among your constituency — people who can open doors, attract others.

Will: Individual leaders who bring the passion to commit wholly to the pursuit of the organization's strategic objectives.

Ideal candidates will have the following qualifications:

- Extensive professional or personal experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- A commitment to, and understanding of, ACHA's constituencies, preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of ACHA's patients and families

Service on ACHA's Board of Directors is without remuneration, except for administrative support, in relation to Board Members' duties.