



POSTPARTUM RESOURCE GROUP BOARD MEMBER POSITION DESCRIPTION

Overview

The Postpartum Resource Group Board governs the overall execution of the organization's mission. Principally, the Board manages organizational finances and sets long term priorities for programs, including the development of: The Network and The Circle. Overall, the members of the Board contribute the educational, management, legal, and financial skills needed to ensure long term organizational stability and ensure year-to-year educational excellence for Postpartum Resource Groups mission.

The Postpartum Resource Group Board has up to 15 and no less than 8 voting members. Terms are for 2 years.

Board Member responsibilities include regular attendance at board meetings (average 6 per year), as well as to serve on one of Board committees and attend committee meetings (average 6 per year). A Board Member must attend 80% of the yearly meetings either in person or through electronic means. In some years the Board has held additional meetings. Board members also hold a fiduciary responsibility for management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with the organization's status as a 501(c)(3) nonprofit organization. The attendance policy allows for removal if three (3) consecutive meetings are missed without notice.

Declaration of Candidacy

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next year as well as the ways to contribute to the development of the organization.

Resources available to prospective members:

- Organizational Documents: Bylaws, FY Budget, Operating Principles, and others upon request
- Program Overview & Calendar of Events

To apply:

- Submit the fillable form Board Application to Secretary, Reagan Gaines prg.secretary1@gmail.com. PLEASE WRITE "NEW BOARD MEMBER APPLICATION" in the subject line.
- Copies of the application will be distributed to those selecting members and will aid in understanding how you would like to contribute to the organization's work.
- Email or call the Secretary with any questions. (Reagan Gaines: prg.secretary1@gmail.com 406-270-2960)

Time and Financial Considerations

Meetings:

- Monthly Meetings – Board meets every fourth Thursday of the month. Committees meet every month.
- Committee Work (generally by email)
- Annual Meeting
- Annual Fundraiser(s)- board participation needed/required

Communication:

- Basecamp is to be checked weekly and notifications on. Complete your to-dos on time and keep everyone on the board and committees updated when necessary.
- Text/Calls are used for urgent communication and must be responded to asap.
- Email is used for external communication and must be managed accordingly.

Donations: As with any Board, members will be solicited for a cash or in-kind donation; 100% participation is sought; the amount is optional, but we ask that board members consider giving at a leadership level. Board members should maintain an active membership status during their term.