



Job Title:	Board Member	Job Category:	Board of Directors
Department/Group:	Officer	Job Code/ Req#:	BOD001
Location:	Virtual	Travel Required:	Annually, and as needed
Level/Salary Range:	Volunteer Position	Position Type:	Volunteer Part-Time
HR Contact:	Amanda Proctor	Date Posted:	11/25/2017
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	03/15/2017
External Posting URL:	www.CuadaEquinaFoundation.org/Volunteer/Board		
Applications Accepted By:			
EMAIL: Amanda@CaudaEquinaFoundation.org Subject Line: BOD Application		MAIL: Amanda Proctor Cauda Equina Foundation, Inc. P.O. Box 381 Howey in the Hills, Florida 34737	
Job Description			

ROLE AND RESPONSIBILITIES

Cauda Equina Foundation, Inc. is a 501(c)3 charitable nonprofit that serves to improve the quality of life and care for individuals living with cauda equina syndrome. Our Board of Directors lead the way to achieving our mission.

- Take care of the organization by ensuring prudent use of all assets, including facility, people, and good will; and provide oversight for all activities that advance the nonprofit’s effectiveness and sustainability. (legal "Duty of due care")
- Make decisions in the best interest of the nonprofit corporation; not in his or her self-interest. (legal "Duty of loyalty")
- Ensure that the nonprofit obeys applicable laws and acts in accordance with ethical practices; that the nonprofit adheres to its stated corporate purposes, and that its activities advance its mission. (legal "Duty of obedience
- Serving as a trusted advisor to the CEO as s/he develops and implements the strategic plan
- Reviewing outcomes and metrics created by Cauda Equina Foundation for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Approving the annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the CEO
- Assisting the CEO and board chair in identifying and recruiting other Board Members
- Partnering with the CEO and other board members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Representing Cauda Equina Foundation to stakeholders; acting as an ambassador for the organization
- Ensuring Cauda Equina Foundation’s commitment to a diverse board and staff that reflects the communities we serve.
- Providing hands-on leadership to lead the organization to its set goals.

FUNDRAISING

Board Members will consider Cauda Equina Foundation a philanthropic priority and make annual gifts that reflect that priority. So that Cauda Equina Foundation can credibly solicit contributions from foundations, organizations, and individuals, we expect to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.

BOARD TERMS/PARTICIPATION

Cauda Equina Foundation, Inc. Board Members will serve a two-year term to be eligible for re-appointment for two additional terms. Board meetings will be held quarterly on a virtual network, and a mandatory in-person annual meeting held in early December. Committee meetings will be held in coordination with full board meetings and as needed in between meetings. Board meeting will be a minimum of half day events and up to two days on the day(s) and time(s) agreed on at the previous board of directors meeting. The annual in person meeting will be two full days starting in 2018.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Cauda Equina Foundation, Inc. is looking for experienced professional board members to guide the organization to its achieve its mission. There are currently no minimum education requirements for limited position(s) on the board of directors that enhance personal knowledge of living with cauda equina syndrome. However, some positions on the board require minimum education including college degree and/or licensing/certification and/or credentials from a national registry board to perform the duties required for those positions.

PREFERRED SKILLS

This is an extraordinary opportunity for an individual who is passionate about Cauda Equina Foundation’s mission and who has a track record of board leadership or equivalent. 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.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- A commitment to and understanding of Cauda Equina Foundation’s beneficiaries
- 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, empathy, compassion, and a passion for improving the lives of Cauda Equina Foundation’s beneficiaries

Service on Cauda Equina Foundation’s Board of Directors is without remuneration.

Reviewed By:	Rochelle Sansotta	Date:	11/25/2017
Approved By:	Amanda Proctor	Date:	11/25/2017
Last Updated By:	Amanda Proctor	Date/Time:	11/27/2017 11:00 AM