

Open Arms Free Clinic, Inc.
BOARD FORMATION COMMITTEE - v2024

OVERALL ROLES AND RESPONSIBILITIES

This committee is responsible for the health and functioning of the board. It recruits new members, conducts orientation, produces board materials, and evaluates the performance of the board itself. This committee, staffed by the Executive Director, is responsible for ensuring the effectiveness of the current board and recruiting tomorrow's leaders.

COMMITTEE MEMBERSHIP

This committee is Chaired by an active Board Member and is active year-round. The recruitment, orientation, on-boarding, education, and evaluation of board members is critical to the success of O AFC. The members of this committee need to be dedicated to the time and follow-through skills required to be a productive committee. Committee membership may include community members along with board members.

MEETING SCHEDULE: The Formation Committee meets monthly, excluding July and December.

SPECIFIC RESPONSIBILITIES

● **RECRUITMENT, RETENTION, AND MEMBERSHIP PERFORMANCE**

Tasks include:

1. Developing board member job descriptions
2. Create a board profile of the skills and expertise needed by the board and organization
3. Identify potential new board members and maintain information about each candidate
4. Cultivate and recruit new members from beyond the board's traditional circles
5. With the board chair, help to assess and maintain board members' individual commitment, support, and participation in governance duties
6. Observe and nurture potential leaders within the board
7. Evaluate board members' eligibility for re-election.

● **EDUCATE BOARD MEMBERS**

Tasks Include:

1. Onboard new members and orienting them to ensure they understand their roles and responsibilities and board functions detailed in the O AFC Board Binder, with special attention to understanding O AFC financial statements.
2. Involve members in continuing education opportunities regarding clinic programs, legislation, and development through the annual WAFCC and NAFCC conferences. O AFC will budget funds for one board member to attend these conferences.
3. Evaluate the Board's performance, lead the Board in its self-assessment, and develop recommendations to the Board for self-improvement as it relates to the functionality of the whole.

- **STEPS FOR ENGAGEMENT**

Tasks Include:

1. Tour Clinic
2. Meet with Sara Nichols, Executive Director
3. Meet with Board Formation Committee
4. Invite to Apply: <https://forms.myupdox.com/form/115620>
5. Receive Application
6. Vote on Candidates (November)
7. Orientation at Annual Board Retreat (January)