



## Hispanic Wellness Coalition Roles and Responsibilities of Board of Directors and Executive Director

### President of the Board:

President of the board presides over the Hispanic Wellness Coalition (HWC) meetings and ensures that the board fulfills responsibilities for the governance of the organization. The President works closely with the Executive Director (ED) to align operational activities to the strategic goals of the HWC. The President serves as Chair of the Board of Directors and of the Executive Committee.

### Responsibilities:

- Oversee operation of the Board
- Conduct strategic planning with the HWC Board and ED
- Develop meeting agendas (with ED) and ensure compliance with bylaws and meeting protocol
- Organize and conduct annual Board retreat
- Assist the ED in recruiting talent for the Board and Steering committee
- Assist the ED in achievement of organizational goals
- Play a leading role in fund raising activities
- Serve as an active spokesperson for the mission and vision of the HWC to all the stakeholders including public officials, private sector and community health leaders and potential donors.

- Notify Board members who are not fulfilling their responsibilities
- Perform other responsibilities assigned by the Board

#### President-Elect:

President-Elect will play various leadership roles within the HWC, assists the President in fulfilling the mission of the organization, and acts in the President's place in his/her absence.

#### Responsibilities-

- Attend all Board and Executive Committee meetings
- Collaboratively guide the organization's day-to-day operations by serving on the Executive Committee
- Carry out special assignments as requested by the Board
- Understand the responsibilities of the President and be able to perform these duties by presiding in the President's absence.
- Participate as a vital part of the Board leadership
- Be available for advice and assistance to fellow board members and other parties
- Preside as Chairman for the Steering committee

#### Secretary of the Board

The Secretary is the central focus for records for the Hispanic Wellness Coalition (HWC).

#### Responsibilities-

- Attend all Board and Executive Committee meetings.
- Collaboratively guide the organization's day-to-day operations by serving on the Executive Committee.
- Maintain accurate and current records in such key areas as By-Laws and Committee structure.
- Support the association management firm's ability to maintain accurate and current records in all other areas.
- For any Executive Committee or Board meeting that has no administrative support staff present to record minutes and motions, record minutes and prepare them for timely distribution, either directly to the Board or via the President if so requested. If both the Secretary and administrative staff are unable to participate in such a meeting, another participant (often another Officer) assumes responsibility for minutes on ad hoc basis

- Ensure minutes are given to the Executive Director so they are distributed prior to the next meeting.

Treasurer of the Board:

Treasurer is a member of the Board and executive committee and is responsible in managing and reporting on the organizations finances.

Responsibilities

- Chair the Finance committee
- Prepare monthly financial statements for the Board
- Prepare and present annual budget to the Board for approval

Past-President:

The Past President provides historical insight and continuity of leadership to HWC.

Board Members of the Hispanic Wellness Coalition:

Board Members contribute their time for regular attendance at the Board meetings and HWC activities, contributing their expertise (e.g., marketing, lobbying, accounting, legal, etc.) to fulfill the mission and vision of the HWC. Board members or their represented organizations are expected to contribute financially to the HWC and to assist in identifying other sources of support.

Duties of Board Members:

- Attend regularly and participate fully in board meeting and on board committees as assigned.
- Participate in strategic planning and monitor the organization's progress towards achieving established goals.
- Assist the ED in recruiting talent for the Board and Steering committee
- Approve the budget
- Advocate on behalf of the HWC for sustainable financial support
- Serve as an active spokesperson for the mission and vision of the HWC to all the stakeholders including public officials, private sector and community health leaders, and potential donors.

Executive Director of the Hispanic Wellness Coalition

The Executive Director is responsible for the day-to-day operations of the Hispanic Wellness Coalition (HWC) and reports directly to the Chair of HWC Board of Directors. The Executive Director works with the Board to develop and executive

the strategic vision of the HWC and serves as the liaison between the Board and the Hispanic Wellness Steering Committee.

Duties of the Executive Director-

Manage all major programs and activities of the HWC including but not limited to:

- Hispanic Wellness Fair
- Scholarship Program
- Community Health Worker Project
- Graduate internships
- Develop and execute an annual fundraising plan, including:
  - Sponsor and exhibitor database management
  - Sponsor and exhibitor communications
  - Grant applications
- Develop with the Finance Committee, annual program-specific and organizational budgets. Ensure that sound fiscal processes and procedures are established and maintained. Retain an outside accountant to provide an annual audit of the fiscal operations of the organization.
- Plan and prepare monthly Board meetings and annual Board retreat
- Develop and expand relationships with HWC member organizations with HWC member organizations to increase their engagement and participation in HWC activities