

## BOARD DIRECTOR JOB DESCRIPTION

**MHASF Mission:** The Mental Health Association of San Francisco (MHASF) advances the mental health of the people of San Francisco and leads the global community in advocacy, education, research and supports that promote recovery and wellness while challenging stigma associated with mental health conditions.

### Position

Board Member

### Authority and Responsibility

The Board of Directors is empowered by the state to govern the Mental Health Association of San Francisco as a non-profit public benefit corporation on behalf of the people of California.

### Commitment to the Purposes and Goals of MHASF

Board Members share a commitment to promote mental health and wellness within the community, advance supports and resources to counter mental illness and public stigma, and to support the values and mission of MHASF in all its efforts both public and private.

### Board Membership and Service Details

There are 9-15 Members on the Board of Directors. The term of office is two years, with a limit of three terms/six consecutive years. Board Members are expected to attend no less than two-thirds (66%) of relevant Board Meetings, currently recurring every other month, and to fulfill committee or Officer responsibilities as relevant. The MHASF Board is developed to include a diversity of professional and personal skills relevant to the organization's success and encourages interest from individuals with personal lived experience of mental health conditions and consumers of mental health services in San Francisco.

### Individual Responsibilities

- Commitment to the work of the organization
- Attend monthly Board meetings
- Serve on at least one Board committee
- Support and participate in fundraising and special events
- Participate in solicitation of donations by corporations, foundations, and individuals
- Promote MHASF's earned income through memberships and other vehicles
- Make a cash contribution or in-kind donation in financial support of MHASF
- Give or procure gifts to MHASF at the level of \$500 or above, commensurate with Member's ability to give
- Be well informed about the association's programs, policies, and services
- Maintain a high degree of familiarity with the issues, concerns, and trends in the field

### Shared Responsibilities

- Set policy for the organization
- Approve the hiring and evaluation of the Executive Director including Executive Director's contract
- Authorize expenditures and income through approval of an Annual Budget
- Assure MHASF's compliance with all applicable local, state, and federal laws
- Develop and execute MHASF's strategic planning process and activities
- Review by-laws and policies, approve changes, and prepare necessary amendments
- Develop and maintain positive relations among the Board, committees, staff members, and community to enhance MHASF's mission
- Ensure the future governance of MHASF through recruitment of new Board members
- Authorize the person keeping the association's books of account
- Evaluate the performance of the Board as a whole, as well as each individual member of the Board, relative to this job description

### Evaluation

A Director's performance is evaluated annually, through a self-evaluation process, based on performance of assigned individual and shared responsibilities.