

JOB DESCRIPTION: PRHC FOUNDATION BOARD MEMBER

Volunteers – the lifeblood of our success

The support and commitment of volunteers is essential to the success of the Foundation. Members of the Board undertake a significant responsibility to contribute to our fundraising goals, govern the Foundation and to be accountable for its performance.

The experience of serving on the Board should be rewarding and offer opportunities for personal growth and accomplishment.

Expectations of Board Members

Membership of the Board carries with it particular duties and expectations in order for us to achieve our goals and ensure long-term effectiveness of our efforts. Your support and commitment is greatly appreciated and is vital to our success.

There are six primary roles for Board members:

Governance

- ❑ Evaluate the Foundation's progress by asking friendly but searching questions e.g. are we doing what we agreed to; are there better ways of doing this, etc?
- ❑ Carefully review quarterly financial statements
- ❑ Contribute to development of policies and procedures

Advocacy

- ❑ Be a passionate supporter of our hospital and the need for community support
- ❑ Act as an ambassador in the community on behalf of the Foundation and PRHC, explaining PRHCF's work to those with questions
- ❑ Cultivate contacts regularly, suggesting ways to interest and involve them in supporting PRHC and the Foundation ("friend raise")

Charitable Giving

- ❑ Lead by example with a gift that is meaningful to you
- ❑ Consider PRHC Foundation in your estate plans

Fundraising & Stewardships

- ❑ Provide suggestions for individuals, groups and corporations to be approached for support, facilitating access where appropriate
- ❑ Participate in cultivation and solicitation calls to ask for support
- ❑ Participate in stewardship visits to thank donors and inform them of our progress

Recruitment of volunteers

- ❑ Assist in identification and recruitment of committee and Board volunteers

Board & Committee Involvement

- ❑ Attend and actively participate in Board meetings
- ❑ Participate actively in at least one committee:
 - Finance & Investment
 - Fundraising
 - Allied Professional Council
 - Stewardship
- ❑ Read and prepare for meetings in advance

Time Commitment:

We are cognizant that our Board members have many responsibilities and we commit to being efficient and effective in all meetings and requests of you:

- Board meetings are the 3rd Friday of the month, 1 ½ hours in duration. Agenda is mailed a week in advance to give you sufficient time to read and prepare for the meetings. There are no meetings in December, July or August
- Committee meetings are also no longer than 1 ½ hours
- There are 3-4 other events throughout the year including a joint meeting with the PRHC Board and donor receptions
- Work generated through committee involvement

To serve on the Peterborough Regional Health Centre Foundation Board of Directors is both an honour and a significant responsibility.

We value your support and contribution of time, talent and treasure. Thank you for choosing to make a difference in the quality of health care for our community.

If you wish to become involved, but are not sure that the Board is right for you, there are other opportunities including:

- joining our Finance Committee as an external member
- becoming a fundraising volunteer
- joining the Allied Professional Council to plan legacy marketing efforts
- participating in the Festival of Trees – sponsorship, marketing, decorating etc

If you have an interest, please contact Julie Davis, President & CEO (705) 876-5000 or jdavis@prhc.on.ca