



Missouri Family Health Council, Inc.

Introduction to Board of Directors Membership

This is an introduction to aspects of Missouri Family Health Council, Inc., (MFHC), Board of Directors membership. Persons interested in board membership may complete an application for consideration or may be nominated by another person. Prospective board member candidates interview with Board Development Committee members and/or the Executive Director before being advanced to the full board for consideration.

Overview of Organization

MFHC, a private nonprofit organization based in Jefferson City, champions access for every individual to culturally sensitive, quality, sexual and reproductive health education and services by developing and managing family planning and related preventive reproductive health programs. MFHC allocates federal Title X funding to 74 clinic sites via 19 subrecipients throughout the state. Missouri's diverse Title X network consists of health departments, federally qualified health centers, community action agencies, hospitals, nonprofits, and affiliates of Planned Parenthood. Title X funds are granted to MFHC through the Office of Population Affairs.

MFHC is located at 1909 Southridge Drive, Jefferson City, MO, 65109. MFHC has a full-time staff of five employees and is led by Michelle Trupiano, executive director. For more information, visit www.mfhc.org.

General Information

Under MFHC bylaws, 10-25 members can be seated on the board. There are currently thirteen board members.

A term is three years and members may serve three consecutive terms. A term begins upon invitation and approval by MFHC Board of Directors. Historically, the board meets five times a year (most recently, February, May, August, October, and December). It is possible that, in the future, board meetings may be held in different months and either on the phone or in person.

It is expected that board members spend approximately 10 to 12 hours per quarter on MFHC business: this includes committee service and scheduled board meetings as well as any prep work for these events. The amount of time spent varies depending on level of committee involvement and leadership positions.

MFHC fiscally supports board member participation by reimbursing travel and lodging expenses for board meetings or state family planning meetings. Board members are requested to submit for reimbursement of expenses incurred.

Demographics

As a statewide organization, MFHC aspires for the following diversity:

Geographic: MFHC seeks board members representative of the full state of Missouri both urban and rural.

Ethnicity/Race/Gender/Age: MFHC seeks directors that would add to the board's diversity in terms of ethnicity/race, gender, and age ranges.

Expertise: MFHC seeks directors with experience in (but not limited to):

- Policy and advocacy
- Health care finance and service delivery
- Financial
- Generating and securing philanthropic support for agency
- External relations
- Communications

Mission: MFHC seeks directors with a firm commitment to family planning and reproductive health.

Board Member Responsibilities

Board members have essential roles in governance and policy making as well as serving as ambassadors for MFHC.

The following are "Ten Basic Board Responsibilities" (from Board Source 2009):

1. **Determine mission and purpose.** It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
2. **Select the chief executive.** Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. **Support and evaluate the chief executive.** The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.
4. **Ensure effective planning.** Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
5. **Monitor and strengthen programs and services.** The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
6. **Ensure adequate financial resources.** One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
7. **Protect assets and provide proper financial oversight.** The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
8. **Build a competent board.** All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.

9. **Ensure legal and ethical integrity.** The board is ultimately responsible for adherence to legal standards and ethical norms.
10. **Enhance the organization's public standing.** The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

Committee Expectations for MFHC Board Members

- Every board member shall serve on at least one standing committee each year.
- What standing committee a board member participates in should be determined by their expertise and their interest in developing new skills/capabilities, and at the discretion of the board chair and executive director.
- The committees stated in MFHC's bylaws are:
 - *Executive* (includes offices of the board and designated at-large member)
 - *Finance*
 - *Board Development* (oversee the submission of nominations of candidates for election to the board)
 - *Personnel and Bylaws* (review annual such policies and advise board of any changes or proposals)
 - *Information and Education* (review and recommend approval of all informational and educational materials developed by MFHC)
 - *Medical* (addresses all matters related to the clinical programs of MFHC)
 - *Advocacy Advisory* (advise full board on public policy issues surrounding MFHC)

Leadership

It is the responsibility of the organization to provide leadership opportunities for its board members. Likewise, it is up to each board member to voice his or her willingness and preparedness to lead.

Leadership activities include, but are not limited to:

- Chairing a committee
- Service on an executive committee
- Speaking at an MFHC meeting or conference
- Attending the National Family Planning and Reproductive Health Association (NFPRHA) national conference or regional meeting
- Participating in a MFHC sponsored event, such as a press conference or briefing

Benefits of Being a MFHC Board Member

- Enhanced involvement with the family planning/reproductive health world
- Access to varied, but connected expertise
- Participation and experience with healthy board practice and culture
- Broaden horizons, sense of community, personal and professional network with diverse relationships

Attendance Guidelines

In an effort to govern efficiently and effectively, MFHC board members are requested to attend all scheduled meetings. In the event members are unable to attend, they must notify the board president, committee chair, or other designated person.