



Live Oak Mental Wellness Project Board of Directors Position Descriptions

Position Summary

A member of the Live Oak Mental Wellness Project Board of Directors will:

- be a champion for Live Oak Mental Wellness Project in the Antelope Valley and beyond.
- dedicate time, resources, and fundraising efforts to aid us in our mission.
- be respectful of the input of others.
- be willing to evaluate and overcome any latent biases to ensure strongest growth of our organization and support of our clients.
- listen closely and ask hard questions that will make us better equipped to further our mission.

Commitment

- 5-10 hours per month, including:
 - One regular monthly Board meeting lasting 90 minutes and using Robert's Rules of Order. This meeting will be held in person, virtually, or as a hybrid depending on the needs of Board members.
 - Special Board Meetings and/or Committee Meetings
 - Self-driven and group-based professional development
 - Preparing for all meetings in advance by reading agendas and supporting materials
- Willingness to actively fundraise with the Board of Directors with the goal to "give or get" (through personal donation or network fundraising) \$5k or more annually per board member to increase the impact of Live Oak.
- Foster community connections to further the mission of our organization

Board Culture

Live Oak's guiding values are Integrity, Authenticity, and Service.

To create a strong, trustworthy, and trusting team, we have adopted Brené Brown's "BRAVING" acronym to guide interactions:

- **BOUNDARIES:** Setting boundaries is making clear what's okay and what's not okay, and why.
- **RELIABILITY:** You do what you say you'll do. On our Board, this means staying aware of your competencies and limitations so you don't overpromise and are able to deliver on commitments and balance competing priorities.



Live Oak Mental Wellness Project Board of Directors Position Descriptions

- **ACCOUNTABILITY:** You own your mistakes, apologize, and make amends.
- **VAULT:** You don't share information or experiences that are not yours to share. We need to know that our confidences are kept, and that you're not sharing with us any information about other people that should be confidential.
- **INTEGRITY:** Choosing courage over comfort; choosing what's right over what's fun, fast, or easy; and practicing your values, not just professing them.
- **NONJUDGMENT:** We can ask for what we need, and you can ask for what you need. We can talk about how we feel without judgment.
- **GENEROSITY:** Extending the most generous interpretation to the intentions, words, and actions of others.

Leadership, Governance, and Oversight

The Live Oak Mental Wellness Project Board of Directors is a governing board responsible for:

- Reviewing outcomes and metrics created by Live Oak Mental Wellness Project for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Approving Live Oak Mental Wellness Project's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the Executive Director
- Assisting the Executive Director and Board of Directors in identifying and recruiting other Board Members
- Partnering with the Executive Director and other Board members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Representing Live Oak Mental Wellness Project to stakeholders; acting as an ambassador for the organization
- Ensuring Live Oak Mental Wellness Project's commitment to a diverse Board and Staff that reflects the communities the organization serves



Live Oak Mental Wellness Project Board of Directors Position Descriptions

Fundraising

Live Oak Board Members will consider Live Oak Mental Wellness Project a philanthropic priority and make annual gifts that reflect that priority. So that Live Oak can credibly solicit contributions from foundations, organizations, and individuals, the organization expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.

Board terms/participation

Live Oak Mental Wellness Project's Board Members will serve a two-year term to be eligible for re-appointment for one additional term. Board meetings will be held monthly and special and committee meetings will be scheduled by the members thereof.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about Live Oak Mental Wellness Project's mission. Selected Board Members may have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. Their accomplishments will allow them to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- A commitment to and understanding of Live Oak Mental Wellness Project's beneficiaries
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of Antelope Valley residents

President

The Board President will support the work of Live Oak Mental Wellness Project and provide mission-based leadership and strategic governance. While day-to-day operations are led by Live Oak's Executive Director, the Board-ED relationship is a partnership, and the appropriate involvement of the Board President is both critical and expected.

Specific Board President responsibilities and qualifications include:

- Public Speaker
- Serving as a trusted advisor to the Executive Director to develop and implement Live Oak Mental Wellness Project's strategic plan



Live Oak Mental Wellness Project Board of Directors Position Descriptions

- Creating Board Meeting Agendas together with the Board Secretary and Executive Director
- Having extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- Having experience with or willingness to learn and implement Robert's Rules of Order

Vice President

The Board Vice President will perform all duties and exercise all powers of the Board President when the President is absent or otherwise unable to act, and should therefore have the qualifications necessary for responsibilities up to and including:

- Public Speaker
- Serving as a trusted advisor to the Executive Director to develop and implement Live Oak Mental Wellness Project's strategic plan
- Creating Board Meeting Agendas together with the Board Secretary and Executive Director
- Having extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- Having experience with or willingness to learn and implement Robert's Rules of Order

Treasurer

The Board Treasurer serves as the chief financial steward to support the work of Live Oak Mental Wellness Project by keeping and reporting out accurate records of income and spending as well as ensuring that the organization complies with all fiscal and legal responsibilities in addition to general Board duties. At present, the Board Treasurer is listed with the Secretary of State as the Chief Financial Officer of Live Oak Mental Wellness Project. This position works closely with the Executive Director and finance-related contractors or volunteers to maintain sound financial management and controls.

Specific Board Treasurer responsibilities and qualifications include:

- Tracking donations, grants, and expenditures using Quickbooks
- Having professional experience or training with accounting/bookkeeping
- Working with the Executive Director to establish and maintain appropriate financial systems and controls, to include budgeting, planning, and compliance with local, state, and federal reporting requirements
- Presenting financial reports at regular board meetings in a clear, accessible manner



Live Oak Mental Wellness Project Board of Directors Position Descriptions

Secretary

The Board Secretary will support the work of Live Oak Mental Wellness Project by keeping accurate records for the organization.

Specific Board Secretary responsibilities and qualifications include:

- Creating Board Meeting Agendas together with the Executive Director and Board President
- Taking notes throughout each Regular and Special Board Meeting
- Preparing minutes from completed meetings to be approved in the following Board Meeting
- Having high proficiency in typing/notetaking, organization, and written and oral communication

Member-at-Large

Members-at-large support the work of Live Oak Mental Wellness Project by meeting all general expectations of a member of the Board of Directors. This position is well suited for those who are passionate about the work of the organization but may be new to serving on a board.

Youth Board Member (age 16-25)

The Youth Board Member supports the work of Live Oak Mental Wellness Project by meeting all general expectations of a member of the Board of Directors. This position is well-suited for those who are passionate about the work of the organization and are looking to grow their leadership skills.