



Board of Director Job Description

California Breastfeeding Coalition board of directors have legal responsibilities to meet certain standards of conduct and attention in carrying out the responsibilities of the organization. They include duty of care, duty of loyalty and duty of obedience.

The basic responsibilities of the board of directors are to:

- Set the organizational direction
- Ensure the necessary resources for the organization to fulfill its mission
- Provide programmatic and financial oversight of the organization

The responsibilities of individual board of directors are to:

- Be informed about the organization's mission, services, policies and programs.
- Attend all board and assigned committee meetings, functions, and special events.
- Review agenda and supporting materials prior to board and committee meetings.
- Read and respond to organizational emails in a timely manner.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's financial statements and seeking funding opportunities.
- Commit to board learning and development.
- Serve on committees or task forces and offer to take on special assignments.
- Willingness to assume an officer position within the board of directors.
- Make a yearly financial contribution and/or solicit yearly donations to the organization
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Advocate for the organization and inform constituents about our work.
- Provide contacts and resources to help advance the mission of the organization.
- Keep up-to-date on new developments and priorities in the organization's field.
- Follow conflict of interest and confidentiality policies.

Participation and Time commitment where attendance is expected by the board of directors:

- Monthly virtual and telephone board meetings
- Bi-monthly and ad-hoc, as needed, committee meetings
- Annual in-person board strategic planning meeting
- Four general breastfeeding coalition webinar meetings
- Annual California Breastfeeding Summit (e.g. Board Meeting + Summit days)
- Participate in other projects as appropriate to further the mission of the organization