



Heartland Mental Health

A Thriving Peer Support Community

HEART BOARD MEMBER JOB DESCRIPTION

We are excited that you are interested in joining an amazing organization that is passionate about transformation! We rely on the compassion, talent, life experience, and generosity of individuals who want to help build a unique community of wellness. Please read on to learn more about becoming a board member.

Vision: Heartland Mental Health envisions a community of wellness where members will flourish and live their best self-directed lives.

Mission: To transform lives by providing supportive member-centered, culturally responsive mental health, wellness, and recovery services.

Values: Heartland Mental Health promotes the following values to guide the actions and decisions of our Boards, staff, volunteers, and consumers, and the programs and services we provide.

Quality

Empowerment

Respect

Community

OVERVIEW

Heartland Mental Health is a partnership of two nonprofit corporations working to transform lives by providing supportive member-centered, culturally responsive mental health, wellness, and recovery services. Each organization has its own board of directors that serve as equal partners in approving policy decisions and share legal and fiscal responsibility for the organization.

Services provided by Heartland MH include an outpatient mental health clinic, a peer member-run drop-in center, and program offerings to provide a holistic approach to managing mental wellness health. We are committed to creating an organizational culture where people from all backgrounds know their voice matters and differences are welcomed.

THE BOARDS OF DIRECTORS

The Heartland MH Board (also known as the Member Board) represents peer members with lived experience managing mental health conditions and receiving mental health services. They are elected by fellow members, meet weekly, and oversee the operating policies of Heartland MH's programs, especially its member-run drop-in center and public education efforts.

The HEART Board consists of community members who believe in supporting peer members' efforts to have a direct role in governing the services on which they depend. Its name signifies Healing, Empowerment and Advocacy for a Richer Tomorrow.

KEY RESPONSIBILITIES FOR HEART BOARD MEMBERS

Together with the Member Board, HEART Board members have legal and fiscal responsibility for Heartland Mental Health. Specifically, they are asked to provide governance and oversight in the following areas:

- Organizational strategy, goals, and policies
- Organizational effectiveness
- Hiring, evaluating, and holding accountable the Executive Director
- Approving budgets and monitoring finances
- Bringing financial and other resources to support the long-term viability of the organization

EXPECTATIONS AND GENERAL REQUIREMENTS

In order to meet the key responsibilities, Board members are expected to meet the following expectations.

Attendance

Board members are expected to attend at least 80% of all regularly scheduled meetings and prepare for meetings by reading the materials sent out ahead of time. After three absences, and unless other arrangements have been made with the board leadership, a board member will be asked if they are still interested in remaining on the board.

When we aren't meeting by Zoom, the HEART Board gathers at the Heartland Clinic (709 E. 12th Avenue) in Denver's Capitol Hill neighborhood from 4:30 to 6:00 p.m. on the fourth Thursday of the month, with the following exceptions:

- December - no meeting
- February, May, August, and November - quarterly joint board meetings with the Member Board held the fourth Tuesday at 3:30 p.m.

Involvement and Community Building

Board members are expected to get to know other board and committee members and build a collegial working relationship. This could include a mix of the following activities:

- Serve as a Board buddy for a new Board member.
- Attend Heartland Mental Health gatherings/events.
- Participate on task forces, special projects, or committees. These range from financial oversight to special event coordination, program development, physical plant resources, volunteer/staff appreciation, public education, and advocacy.
- Provide the names of candidates for Board service that meets the Board's recruitment goals whenever possible.

Outreach and Fundraising

Board members are expected to be ambassadors for Heartland Mental Health and our mission. They are also a key resource in helping reach our revenue goals each year. Each board member identifies the goals and tactics that fit their personality, skills, and network the best. As a board member, you might:

- Participate in public and community relations/outreach activities, giving credibility and prestige to Heartland Mental Health, inspiring confidence in its programs and services.
- Understand and interpret the work of Heartland Mental Health to the community and relate its services to the work of other agencies.
- Attend a meeting with staff and a foundation/funder representative.
- Invite and accompany friends or associates to visit Heartland Mental Health or a Heartland MH-organized event at which that person can become familiar with our mission.

- Participate in a cultivation lunch, facility tour, or education session with staff and a new/former/potential donor and/or volunteer.
- Help secure volunteers, in-kind services, or goods based on needs identified by the organization.
- Invite the Heartland MH Speakers Bureau to talk at another organization or business.
- Participate in fundraising activities as determined with Board leadership, such as selling tickets to events, sharing contact information for marketing purposes, or connecting the organization to foundations, corporate funders or civic groups that might support us financially.
- Cultivate individual donors.
- Make a meaningful (as defined by the individual) personal financial contribution to Heartland Mental Health each fiscal year (July 1- June 30).
- If appropriate, consider making a planned gift or bequest to Heartland Mental Health.
- Approve an annual fundraising plan and monitor its progress.

Governance

As one of the entities responsible for legal oversight of the organization, board members are asked to uphold the by-laws and policies of Heartland Mental Health. This includes periodic review and update of by-laws, operations, and governing policies to ensure standards of performance are maintained. Board members also collaborate with the staff team to create strategic plans and related initiatives and support accountability.

Finances

Both boards of directors provide the following fiscal oversight:

- Approve and monitor the finances of Heartland Mental Health, including the annual budget and monthly financial statements.
- Ensure that financial resources are available to meet the programmatic and administrative obligations of Heartland Mental Health.
- Review and understand the annual audit.
- Evaluate and monitor risk management.

Human Resources

While the Executive Director is ultimately responsible for HR administration of the staff team, the boards of directors provide oversight and evaluation for the Executive Director. In conjunction with the Member Board, HEART board members select the Executive Director and regularly evaluate performance.

Board members may also periodically review the personnel policies under which Heartland Mental Health operates. They are also expected to participate in recruitment, selection, orientation, and development of members of the HEART Board of Directors.

Next Steps

We are hopeful your curiosity has been piqued and you are motivated to learn more about serving on the HEART Board. If you are ready to be considered for membership on the HEART Board, please fill out the application and return it by email to friends@heartlandmh.org. From there, you'll be invited to speak with current HEART Board members and/or the Executive Director.

HEART BOARD MEMBER APPLICATION FOR HEARTLAND MENTAL HEALTH

Heartland Mental Health ♦ 709 E. 12th Avenue, Denver, CO 80203-2610 ♦ 303-830-8805

♦ friends@heartlandmh.org ♦ www.heartlandmentalhealth.org

Name:	Address:
Cell Phone:	Email:
Currently, the HEART Board meets virtually via Zoom or in-person. Would you need any support to participate in this way? ___ Yes ___ No	
If yes, tell us what you will need:	
Please share why you are interested in serving on the HEART Board:	
Please describe your connection/personal interest to issues related to mental health:	

Please describe the areas of expertise (ex. Marketing, Finance) that you would bring to the HEART Board and how you see this can be a benefit to Heartland Mental Health:

Please describe the professional/social networks you are a part of (ex. Professional organizations, churches, fraternal groups, etc.):

Is there anything else you'd like us to know?