



Brain Injury Association of Montana

Board of Directors - Job Description

Mission:

The Brain Injury Association of Montana is dedicated to support, advocacy, education, resources and referrals for people with brain injuries, their families and the general public.

Responsibilities:

The Board of Directors has the ultimate responsibility for the Brain Injury Association of Montana. The Board develops policies for the organization in response to the stated mission of the organization and hires the Executive Director to administer the daily affairs. The Board is responsible for the organization's mission, for the expenditure of all funds, and for carrying out the policies of the Association. In order to achieve this mission, the Board of Directors is responsible for encouraging private giving and for raising the funds required by the Association to fulfill its mission in cooperation of the Executive Director.

Terms:

Three, two year terms; total of six years unless otherwise amended in the by-laws. Directors must run for re-election every two years.

Duties:

- Support Mission and Goals.
- Maintain a current membership.
- Promote mission and activities to internal/external constituents.
- Support decisions of the board.
- Share your particular area of expertise with board and staff.
- Share BIAMT's mission, policies and work with colleagues, friends and contacts on regular basis.
- Participate in at least one standing committee.
- Attend Board and committee meetings. Time commitment is approximately 6-8 days per year with four Board meetings, 10-15 hours per year on committee work, and monthly conference calls as determined by the board.
- Miss no more than 30% of meetings during a two year term (2 meetings).
- Attend annual conference.
- Help develop financial resources for the organization.
- Contribute \$350 to the Board of Directors Fund through a personal financial contribution or donations.
- Recommend and participate in seeking contributions.
- Disclose real or potential conflicts of interest.

Ways to Help:

- Seek out and cultivate potential donors.
- Use your knowledge, understanding and personal networks to spread the word about BIAMT.
- Encourage people to become members or to sponsor others who want to be members.
- Keep brochures, fact sheets and fundraising materials available to give to people when discussing BIAMT.
- Visit with Legislators to explain the needs of and services for people with brain injuries.
- Write follow-up notes and acknowledgment letters to donors.

Please answer the following questions. You may attach additional pages if you need more room to answer.

1. What qualifications will you bring to the BIAMT Board?

2. What is your interest and motivation for serving as a Board member?

3. Please explain your knowledge of the issues affecting persons with brain injuries.

4. Describe your experience in community organizations, including service on boards or advisory committees.

6. Describe your experience advocating for people with disabilities, or others.

7. Discuss your leadership or policy development experience.

8. Are you a member of other disability or civil right organizations? If so, please identify those groups below.