

# Duties and Responsibilities of the Board of Reproductive Health Access Project (RHAP)

## Responsibilities of the Board

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

As the highest leadership body of the organization and to satisfy its fiduciary duties, the Board of Directors (Board) is responsible for the following:

### ❖ ***Determining the mission of the organization and understanding its collective purpose.***

The mission of RHAP is to train, support, and mobilize primary care clinicians to ensure equitable access to sexual and reproductive health care, including abortion. By centering communities most impacted by barriers to care, RHAP fills critical gaps in clinical education and care delivery.

<https://www.reproductiveaccess.org/about/mission/>

### ❖ ***Upholding the values of the organization.***

We hold ourselves accountable to these values. We strive to live up to them. They guide the decisions we make. They inform how we approach our work, how we engage with each other within our organization, and how we engage with communities at large. These values reflect our highest priorities:

- Access
- Evidence-Based Practice
- Intersectionality
- Person-Centered Care
- Collaboration
- Continuous Reflection
- Purposeful Inclusion
- Leadership Development

<https://www.reproductiveaccess.org/about/values/>

### ❖ ***Carrying out all activities in accordance with the Community Guidelines.***

- Uphold RHAP's values.
- Commit to anti-racism.
- Use gender neutral and inclusive language.
- Avoid using physician-centric language and exclusionary professional acronyms.
- Be mindful of ableist terms and phrases.
- Indigenous Land and Territorial Acknowledgements.
- Respect the tech!

<https://www.reproductiveaccess.org/about/values/community-guidelines/>

- ❖ *Selecting, supporting, and evaluating the performance of the Executive Director.*
- ❖ *Strategic and organizational planning.*
- ❖ *Ensuring strong fiduciary oversight and financial management.*
- ❖ *Fundraising and resource development.*
- ❖ *Approving and monitoring the organization's programs and services.*
- ❖ *Enhancing the organization's public image.*
- ❖ *Assessing its own performance as the governing body of the organization.*
- ❖ *Ensuring legal and ethical integrity.*
- ❖ *Participating fully in Board meetings and events.*

### **Responsibilities of Individual Board Members**

Each individual board member is expected to fulfill the following expectations while ensuring RHAP's and the Board's commitment to the RHAP Mission, Values, and Community Guidelines:

#### **❖ Leadership**

- Respect the experiences of all who bring their voices and lived experiences into the boardroom and the organization.
- Keep up-to-date on developments in the reproductive health field.
- Engage in learning opportunities to better understand the community we serve.
- Know the organization's mission, policies, programs, and needs as well as understand its collective purpose.
- Follow conflict-of-interest policy and confidentiality policy.
- Assist the board in carrying out its fiduciary responsibilities.
- Serve as a trusted advisor to the ED as they develop and implement RHAP's strategic plan.
- Contribute to an annual performance evaluation of the ED.
- Participate in the hiring and evaluation of the ED.

#### **❖ Governance and Oversight**

- ❖ Support Board President in partnership with the ED and other board members to ensure that board resolutions are carried out.
- ❖ Participate fully in one or more committees or task forces.
- ❖ Review outcomes and metrics created by RHAP for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics.
- ❖ Prepare for, attend, and conscientiously participate in all board and committee meetings and functions, such as special events.
- ❖ Approve RHAP's annual budget, audit reports, and material business decisions.
- ❖ Be informed of all legal and fiduciary responsibilities.
- ❖ Faithfully read and understand the agenda, financial statements, and supporting board materials in advance of meetings.

#### **❖ Fundraising**

RHAP Board Members will consider RHAP a philanthropic priority by soliciting, supporting, or making gifts that reflect that priority. So that RHAP can credibly solicit contributions from

foundations, organizations, and individuals, RHAP expects to have 100 percent of Board Members support RHAP fundraising commensurate with their capacity.

- Make or fundraise a financial contribution to the organization on an annual basis.
- Give a meaningful personal financial donation.
- Fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission.

#### ❖ **Promotion**

- Identify and leverage connections, networks, and resources that can benefit the organization's fundraising and reputational standing, and influence public policy.
- Inform others about the organization and advocate for the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Represent RHAP to stakeholders; acting as an active advocate and ambassador for the organization.

### **Responsibilities of Board Officers**

In addition to the duties and responsibilities for the Board, as a whole, and each Board Member, Board Officers (President, Vice President, Secretary, and Treasurer) accept and execute additional duties and responsibilities as described below.

#### ❖ **Board President**

- Oversee board and chair the Executive Committee.
- Work in partnership with the ED to make sure board resolutions are carried out.
- Call special meetings if necessary.
- Appoint all committee chairs and, with the ED, recommend who will serve on committees.
- Assist ED in preparing Board meeting agendas.
- Oversee exit interviews for an outgoing ED.
- Spearhead the search for a new ED.
- Coordinate the evaluations of the Executive Director and board members.
- Work with the Governance Committee to recruit new board members.
- Act as an alternate spokesperson for the organization.

#### ❖ **Vice President**

- Serve on the Executive Committee.
- Carry out special assignments as requested by the Board President.
- Understand the responsibilities of the Board President and be able to perform these duties in their absence.
- Participate as a vital part of the board leadership.
- Assist ED in conducting new Board member orientation.
- Maintain institutional knowledge base including, but not limited to, historical board materials and outside contact information, in collaboration with the Governance Committee and any other relevant staff and board members.
- Track board member terms, attendance, and completion of duties, and holding board members accountable for the same.

- Chair Governance Committee.

❖ **Board Secretary**

- Serve on the Executive Committee.
- Ensure, in conjunction with RHAP staff, that board meetings are scheduled and an adequate number of meetings are held per year, in accordance with RHAP's bylaws.
- Ensure, in conjunction with RHAP staff, that proper notice is provided of any meetings and materials such as agendas, reports for review, and meeting minutes are timely distributed.
- Create meeting minutes, including roll, representing an accurate, detailed, and easy-to-read record of all happenings within the meeting.
- Ensure that applicable rules and protocols are known and followed by the entire organization, such as ensuring that a quorum is in practice at meetings.
- Ensure all organization records, including board and committee meeting minutes, are maintained in a secure location that is approved by the Board.
- Ensure accurate contact information for Board is maintained and readily accessible.

❖ **Board Treasurer**

- Serve on the Executive Committee.
- Chair the Finance Committee.
- Spearhead budget discussions during board meetings.
- Assess the organization's funding model including any investment of its reserve funds.
- Advance the financial literacy of board members.
- Oversee RHAP's annual financial audit.
- Understand RHAP financial policies, procedures, and internal controls, and ensure compliance with the same.
- Approve or authorize payments as required by, and consistent with, RHAP policies and financial controls.
- Oversee and assist in the creation of the organization's budget.

RHAP board members are expected to follow bylaws all other internal policies of the organization.