

Lyme Disease Resource Center, Inc.
243 King St. STE 248, Northampton, MA 01060
PO Box 171, Northampton, MA 01061
www.lymedrc.org
413-588-7388



Board of Directors Positions:

Board of Directors - General

 Service on LDRC's board of directors is without remuneration, except for administrative support, in relation to board members' duties.

Duties:

- Provide mission-based leadership and strategic governance
- Serve on committees or task forces for special assignments
- Act as an ambassador for the organization
- Partner with the Executive Director and other board members to ensure that board resolutions are carried out
- Contribute annually on a level commensurate with financial capacity
- Commit to a two-year term on the Board

Qualifications:

- Commitment to and understanding of the LDRC's beneficiaries
- Savvy diplomatic skills with a natural affinity for cultivating relationships and facilitating a consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of the LDRC's beneficiaries
- Professional experience with executive leadership and accomplishments in business, government, philanthropy, or the nonprofit sector.

Board of Directors – Secretary (Assistant Secretary)

Duties:

- Attend all board meetings
- Serve on the executive committee if one exists
- Ensure the safety and accuracy of all board records
- Review board minutes
- Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair (Assistant to assume Secretary's duties in the absence of the Secretary)
- Provide notice of meetings of the board and/or of a committee when such notice is required

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- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Assistant Secretary to assist Secretary in carrying out all duties
- Excellent written and oral communication skills coupled with natural affinity for public speaking
- Personal qualities of integrity, credibility, a passion for improving the lives of LDRC's beneficiaries and understanding of LDRC's mission

Qualifications:

- Member of the BOD
- Organized
- Proficient in Microsoft Word
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Excellent written and oral communication skills coupled with natural affinity for public speaking
- Personal qualities of integrity, credibility, a passion for improving the lives of LDRC's beneficiaries and understanding of LDRC's mission

🎗 Board of Directors - Treasurer

Duties:

- Attend all board meetings
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations
- Serve as the chair of the finance committee
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- Work with the chief executive and the chief financial officer to ensure that appropriate financial reports are made available to the board on a timely basis
- Present the annual budget to the board for approval
- Review the annual audit and answer board members' questions about the audit

Qualifications:

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- Member of the BOD
- Understand financial accounting for nonprofit organizations
- Proficient in QuickBooks
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Excellent written and oral communication skills coupled with natural affinity for public speaking
- Personal qualities of integrity, credibility, a passion for improving the lives of LDRC's beneficiaries and understanding of LDRC's mission

🦋 Board of Directors – Chair

Duties:

- Oversee board and executive committee meetings
- Work in partnership with the Executive Director to make sure board resolutions are carried out
- Appoint all committee chairs, and with the Executive Director, recommends who will serve on committees
- Prepare agenda for board meetings, Call special meetings if necessary
- Assist in conducting new board member orientation
- Oversees searches for a new Executive Director
- Coordinate Executive Director's annual performance evaluation
- Work with the governance committee to recruit new board members
- Act as an alternate spokesperson for the organization
- Periodically consults with board members on their roles and helps them assess their performance

Qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- Demonstrated success as a nonprofit board member or board chair
- Track record of building credibility in the funding community that has resulted in major gifts to a nonprofit
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Excellent written and oral communication skills coupled with natural affinity for public speaking

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