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
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

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**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:**
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

- 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
• Personal qualities of integrity, credibility, a passion for improving the lives of LDRC’s beneficiaries and understanding of LDRC’s mission