

High Hopes Therapeutic Riding, Inc.

Trustee Job Description

April 2016

Position

The Board will support the work of High Hopes Therapeutic Riding, Inc and provide mission-based leadership and strategic governance. While day-to-day operations are led by High Hopes Executive Director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Trustee responsibilities include:

Leadership, governance and oversight

- Familiar with and supportive of the mission, vision and values of High Hopes
- Providing strategic governance through the development, implementation and performance monitoring of a Strategic Plan
- Serving as a trusted advisor to the ED as s/he develops and implements High Hopes' strategic plan
- Reviewing outcomes and metrics created by High Hopes for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Approving High Hopes' annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the ED
- Assisting the ED and board chair in identifying and recruiting other Board Members
- Partnering with the ED and other board members to ensure that board resolutions are carried out
- Serving on committees or task forces and taking on special assignments
- Representing High Hopes to stakeholders; acting as an ambassador for the organization
- Ensuring High Hopes' commitment to a diverse board and staff that reflects the communities High Hopes serves

Fundraising

High Hopes Board Members will consider High Hopes a philanthropic priority and make annual gifts that reflect that priority. So that High Hopes can credibly solicit contributions from foundations, organizations, and individuals, High Hopes expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.

Board terms/participation

High Hopes' Trustees will serve a three-year term to be eligible for re-appointment for two additional terms. Board meetings will be held quarterly and committee meetings will be held in coordination with full board meetings.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about High Hopes' mission and who has a track record of board leadership. Selected Trustees will have achieved leadership stature in business, government, philanthropy, and/or the nonprofit sector. His/her accomplishments will allow him/her to attract and cultivate other well-qualified, high-performing Trustees.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- A commitment to and understanding of High Hopes' beneficiaries, preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals while fostering teamwork
- Personal qualities of integrity, credibility, and a passion for improving the lives of High Hopes' beneficiaries

Service on High Hopes Board of Trustees is without remuneration.