

Through the Heart • 6530 Gildar St • Alexandria, VA 22310

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www.throughtheheart.org

**Board of Director Position Description**

Members of the Board of Directors are expected to:

1. Serve a minimum of one 2-year term on the Board with possibility for renewal
2. Attend Board meetings via phone, Skype, or other similar medium. Meetings will be held approximately 4 times per year and directors are expected to attend at least 75% of those meetings
3. Actively participate in fundraising activities throughout the year
4. Contribute ideas for improving or implementing new programs, educational efforts, marketing materials and overall advancement of the organization
5. Help create visibility for the organization through social media
6. Volunteer and willingly accept assignments and complete them thoroughly and on time – Board members have the opportunity to choose activities that are in need by the organization that fit their interests and skill set; members should be working on activities to advance the organization throughout the year and be ready to provide updates at meetings and on an as-needed basis
7. Always act in the best interest of the organization and excuse themselves from discussions and votes where a conflict of interest is present
8. Stay informed about what’s going on with the organization, ask questions, and request information
9. Work in good faith with staff and other Board members as partners toward achievement of goals
10. Make an annual monetary contribution in an amount that is significant to them (must be a personal donation regardless of any other fundraising activities)

Serving as a Through the Heart Board member will provide numerous opportunities to develop your leadership skills while contributing to the advancement of the organization. Board members should expect to spend a minimum of one hour per week on TTH Board activities although this may vary depending on the time of year.

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Signature of Director Date