



Illinois Families for Hands & Voices

Member of the Board of Directors Job Description and Expectations

Purpose: The Non-Profit is organized exclusively for charitable, benevolent, and educational purposes to best provide non-biased information and support services statewide to families, individuals with a hearing loss, service providers and policy makers about deafness and hearing loss. This objective is accomplished through outreach events, a website, toll-free helpline, educational seminars, advocacy training and support and a newsletter. Our purpose is to help this population to connect to the information necessary to ensure optimal potential for children who are deaf and hard of hearing. Support services will be provided to all families regardless of income.

Mission: Illinois Families for Hands & Voices is a parent-driven, non-profit organization dedicated to supporting families that have children who are deaf and hard of hearing without a bias toward communication modes or methodologies. We want to provide Illinois families with the necessary resources, networking, and information in order to improve communication access and educational outcomes for their children. Our statewide activities, advocacy efforts, and parent/professional collaboration are all focused on enabling our deaf and hard-of-hearing children to reach their fullest potential!

***Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

**Members of the board share these responsibilities while acting in the interest of Illinois Families for Hands & Voices. Each member is expected to make recommendations based on his or her experience and vantage point within the community.*

Length of term: Two years, this may be renewed for more than one term pending approval of the board.

Meetings and time commitment:

- The board of directors meets monthly on the first Tuesday or Wednesday of the given month with January being the first meeting of the year. Meetings begin at 9:00 in the evening and will be completed by 10pm. Meetings typically last 60 minutes. We do not meet in July, August or December unless deemed necessary by the board.
- Committees of the board meet (via teleconference) an average of nine times per year, pending their respective work agenda.
- Board members are asked to attend no less than two special events or meetings per year, as they are determined to keep up to date with current information.
- Board meetings are typically via teleconference, webinar conference and one potential face to face meeting following the annual Northern Moms Night Inn event.

Expectations of board members:

- Provide public awareness about the organization and its mission.
- Ensure that the organization is responsive to the perspectives and views of the membership.
- Provide technical assistance to Illinois Families for Hands & Voices membership.
- Give direction to the organizations' short and long-term planning efforts.
- Ensure that all goals and activities of the organization are based upon the philosophy of unbiased methodology or approach.
- Engender collaborative connections between other advocacy and support organizations, public and private agencies, and other state Hands & Voices chapters, to influence systems' change.
- Actively support the organization through direct financial contribution and/or voluntary in-kind service.
- Assist in the ongoing recruitment of potential individuals and/or service sectors to serve on the board.
- Give guidance and approval to the organization's budget.
- Assist in the organization of a statewide parent-to-parent networking resource.
- Be active in committees or hold chair of a committee.

Current committees (committee chairs hold a 1-year chair term):

- Moms Night Inn
- Family Events
- Membership
- Fundraising
- Spanish Infusion
- Silent Auction/Fun Walk

I have read and understand the board position requirements for Illinois Hands & Voices.

Print name _____ Signature _____