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**Member of the Board of Directors Overview**

**Mission**

SAARA of Virginia, Inc. is a grassroots recovery community organization. SAARA promotes social educational, legal, research and health care resources and services that support accessible effective and accountable addiction prevention, intervention, treatment and recovery. We envision a day when the stigma of addiction will be eradicated and all who seek recovery will find it.  
  
For more information, please visit [www.saara.org](http://www.saara.org)

**Position Description**

The Board will support the work of SAARA of Virginia and provide mission-based leadership and strategic governance. While day-to-day operations are led by SAARA’s Executive Director, the Board-Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

**Leadership, Governance and Oversight**

* Serving as a trusted advisor to the Executive Director as s/he develops and implements SAARA’s strategic plan
* Reviewing outcomes and metrics created by SAARA of Virginia 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 SAARA of Virginia’s annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
* Supporting the Executive Director in ensuring that SAARA is fulfilling its obligations in the scope of work outlined with grant funding to DBHDS and RBHA, and other entities as appropriate, through regular check ins at full board meetings
* Contributing to an annual performance evaluation of the Executive Director
* Assisting in identifying and recruiting other Board Members
* Partnering with the Executive Director and other board members to ensure that board resolutions are carried out
* Serving on committees or task forces and taking on special assignments
* Representing SAARA of Virginia to stakeholders; acting as an ambassador for the organization
* Ensuring SAARA of Virginia’s commitment to a diverse board and staff that reflects the communities SAARA of Virginia serves

**Fundraising**

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

**Board Participation**

SAARA’s Board Members will serve terms for a length of time and limits as established in the bylaws. Board meetings will be held at least bimonthly and committee meetings will be held in between full board meetings as needed. SAARA’s Board Members will be advised of advocacy opportunities by the Executive Director at board meetings and through electronic Advocacy Alerts. They are expected to support the Executive Director in legislative and grassroots advocacy efforts representing SAARA of Virginia. They will participate in advocacy training as part of the annual Board Retreat. If a board member misses three consecutive board meetings it will be grounds for a conversation with the Executive Director and the President of the Board about their abilities to continue to uphold their role on the board. After that conversation the outcome will be discussed at the next full board meeting. At board meetings members are expected to be respectful of each other’s input, backgrounds, and strive to be inclusive, recognizing the diversity of knowledge, skills, and abilities of each individual board member. This includes allowing the Board President to conduct the meeting in an organized way and to minimize disruptions and interruptions.

Service on SAARA of Virginia’s Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members’ duties. SAARA of Virginia is committed to representation from those in recovery serving on the Board of Directors as well as friends of recovery.

**Onboarding and Orientation Process**

Ensuring the continued health and strategic growth of the board is the responsibility of all board members. When the Executive Director of a member of the board has a candidate they believe would be an asset to the board the following process is used:

1. The board member or Executive Director who is proposing the candidate shares their suggestion at a full board meeting.
2. If the board agrees they would like to pursue the candidate, the board member or Executive Director shares a background or resume on the candidate electronically with the board members prior to the next board meeting.
3. The candidate is invited to attend the following board meeting. At the board meeting they are given the opportunity to share what strengths they bring to the board and to answer questions asked by the board members. At this board meeting the candidate then leaves the room and a formal vote is taken on whether or not they will be offered a position on the board.
4. If offered a position on the board and they accept, the Executive Director will meet one on one with the new board member and review SAARA of Virginia information at an orientation session and present them with a board binder of information prepared by the Personnel Committee.
5. A current board member will volunteer to serve as a mentor to the new board member as they complete their orientation process.