The Milk Bank
HUMAN MILK SAVES LIVES

Dear Public Health Champion,

Thank you for your interest in The Milk Bank (TMB) Board of Directors and our fight against infant mortality. We rely on dynamic individuals as volunteers, Board of Director and committee members to advance our mission.

The Milk Bank is a living tissue bank similar to blood banking. We are proud to have been the preeminent milk bank in the Mid-West since 2005. In fact, TMB has dispensed well over 4 million ounces of lifesaving milk, representing more than 12.5 million feedings for the tiniest babies.

TMB strives for representation that mirrors our community's diversity. We have found the profile of successful advocates includes a passion for public health, deep commitment to community service, and a willingness to leverage personal and professional networks to extend our mission. The Board is primarily accountable for ensuring the organization is meeting our mission ***to save infant lives and improve health outcomes by providing access to safe human milk.*** An essential component of this responsibility is to ensure the organization has the capacity and resources required to meet our strategic goals.

We seek to match your experience and interest with the ideal volunteer role! Included here, you will find information specific to board and committee work. Please feel free to reach out with additional questions. Again, thank you for your interest in TMB and the community we serve. We truly believe that together we can fuel the future!

Sincerely,

Freedom Kolb, MEd, MBA
CEO

PS – We encourage you to learn more about our work by following The Milk Bank on Facebook, Instagram, LinkedIN, or Twitter. You can also find great information at our website, www.themilkbank.org.

Board of Directors Position Description

MISSION:

To promote community health by expanding the safe use of human milk for all babies, especially premature and ill infants.

LEGAL RESPONSIBILITIES OF BOARD MEMBERS:

1. Duty of Care – Exercise care in making decisions and prudence in management of all assets with an eye to future security and stewardship.
2. Duty of Loyalty - Act in the best interest of The Milk Bank and free of conflict of interest.
3. Duty of Obedience – Be faithful to the mission, serve as protector of public trust and act consistent with laws and regulations.

PERFORMANCE RESPONSIBILITIES OF A BOARD MEMBER:

1. Remain informed of programs and policies and community need in order to serve in an effective strategic planning and governance role.
2. Active participation at board meetings including annual meetings (retreats/strategic planning). Attendance in person or via teleconference is expected at 75%+ of meetings.
3. Active participation in at least one standing committee and in taskforces as needed.
4. Advanced preparation for board and committee meeting, including review of appropriate metrics, financials and supporting documents.
4. Adopt and monitor the agency's annual operating budget and audit reports. Ensure the organization has adequate resources to achieve our mission.
5. Consider The Milk Bank as a philanthropic priority by financially supporting the agency at a self-determined level you consider generous.
6. Lead, facilitate, and assist fundraising efforts including participation in campaigns & events.
7. Champion the organization, mission and services with your personal and professional networks. Raise public awareness and visibility for The Milk Bank
8. Identify, recruit, and aid in onboarding new committee and board members.
9. Select, employ, support, assess and, if necessary, dismiss the Executive Director.
10. Consideration of leadership responsibilities including chair or officer roles.

WHAT BOARD CAN EXPECT FROM THE MILK BANK:

- Training, Orientation, Support and Direction
- Current, accurate information that includes both qualitative and quantitative perspectives
- Economical use of your time
- Recognition, appreciation and thanks – We want you to know you are making a difference!

TERM:

Two years, Renewable. Three term limit.

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Board Member Commitment Agreement

I understand that my duties and responsibilities include the following:

1. I am **morally** responsible for the health and well-being of this organization. As a member of the board, I have pledged myself to help realize the mission, which is ***to save infant lives and improve health outcomes by providing access to safe human milk***.

2. I am **legally** responsible, along with the other board members, for this organization. I am responsible for a duty of care, a duty of loyalty, and a duty of obedience. I understand that I protect myself from liability by acting "in good faith" including attending meetings , actively providing responsible oversight of the agency, and remaining familiar with financials, bylaws and other agency documents and information.

3. I am **fiscally** responsible, with the other board members, for this organization. It is my duty to be active in not only in approving and managing the organizational budget, but also in fundraising to meet that budget.

4. I am passionate about the work of The Milk Bank will enthusiastically make a personally generous annual donation as well as serve as an active fundraiser and friendraiser for the organization.

5. I will be active in at least one committee. Additionally, I will serve as a trusted individual advisor or taskforce member if called upon.

6. I will attend a minimum of 75% of the board meetings every year. I understand that commitment to this board will likely not involve less than 4 hours per month.

7. I will scrupulously avoid any conflict of interest between the interests of The Milk Bank, and my personal, professional, and business interests. I understand that the purposes of this policy are to protect the integrity of the decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the reputation of volunteers, staff and board members. I will disclose any potential conflict of interest to the full board.

8. I understand that in performing my duties as a volunteer that I may encounter information that is sensitive and confidential in nature. I agree to hold all such information in strict confidence and not disclose to any other party without the prior written consent of TMB.

9. I find all the above and the position description reasonable for a member of the Board of Directors and personally acceptable. I understand that if I fail to act in good faith with the above requirements that I must resign, or someone from the Board may ask me to resign.

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Signature and Date

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Standing Committees

Advancement Committee – Oversees fund development and public awareness strategies including campaign planning and major events. May generate annual targets or prospect lists, review outreach or branding efforts, or cultivate individual and corporate gifts. Bi-Monthly committee meetings plus external preparation.

Finance Committee – Under the leadership of the Board Treasurer, this committee provides oversight of budget & finance issues including investments and policy work. Additional responsibilities include ensuring the organization is current with required legal filings including, but not limited to, annual 990, tax preparations, business entity reports, and audit preparations. Bi-Monthly committee meetings in preparation for board meetings plus external work when needed.

Executive Committee – Elected officers of the board of directors in accordance with bylaws. Leads efforts including recruiting, training, and retaining board members including monitoring the board matrix, tracking the share your passion process, and presenting the annual slate of officers. Committee meetings as needed but typically not less than bi-annually

Medical Advisory Committee – Provides oversight for clinical standards and medical needs. Members of this committee should have a medical or lactation background. Committee meets bi-monthly as needed.

Taskforce Examples

COVID-19 Taskforce – Review stimulus opportunities, HR needs, and safety protocols in response to global pandemic. Taskforce met electronically March – Aug 2020.

Facilities Taskforce – Review current and future needs to determine if leased property is aligned with strategic plan. Engage with a commercial realtor to explore alternative sites and costs. Taskforce to meet electronically and in person thru 2022.

HR Taskforce – Review current personnel policies with focus on PTO benefits. Additionally, considered exemption tests for employees. Aided in practices regarding E-PSL and corrective action steps. Taskforce met electronically Jan – July 2020.