



## **Trailhead Institute Board of Directors**

### **Position Description**

#### **General Description:**

Trailhead Institute is a public health institute whose mission is to advance innovation and collaboration in public and environmental health. Board members have the overall responsibility for governance, policy-making and setting the strategic direction for Trailhead Institute. With this in mind, the Board Member will work with the Trailhead Institute team to further the organization's mission and operate in accordance to our guiding values of teamwork, openness, responsiveness, accountability and leadership

#### **Roles & Responsibilities:**

1. Lead, establish and oversee alignment of Trailhead vision, mission and activities.
2. Establish and oversee fiduciary compliance including oversight of budgets, audits and fiscal compliance.
3. Delegate executive management of Trailhead Institute to the President and Executive Director.
4. Oversee and evaluate performance of the President and Executive Director.
5. Oversee implementation of organizational strategic plan.
6. Establish and oversee organizational finance strategy.
7. Establish and oversee organizational policies and procedures including: Employee Handbook, Fiscal Policies, and General Trailhead Policies.
8. Cultivate and advise the President and Executive Director and staff on partner and project development and strategy.
9. Ensure that ethical standards are maintained, including
  - i. Maintain Board confidentiality.
  - ii. Recognize and address conflicts of interest.
10. Cultivate contact with potential major/planned giving donors.
11. Ensure and oversee the development and training of Board Members to include recruitment and selection of Board members.
12. Appoint committees and workgroups to carry out specific board responsibilities making recommendations to the full board for action. Participate on at least one Board Committee: Finance, Governance and/or Executive (for Board Officers).

#### **Duties:**

### **For public health innovation**



1. Attend all Board meetings as articulated in the By-Laws
2. Actively participate in decision-making at Board/committee meetings
3. Support and participate in Trailhead activities
4. Be a goodwill ambassador for Trailhead
5. Assume leadership positions
6. Review and uphold articles of incorporation and by-laws of the organization

**Expected Time Requirement:**

The Trailhead Institute Board meets 6 times per year for an average of 2 hours per meeting. From time to time the Board may decide to hold an extended meeting in the form of a retreat. In addition, members will work on committees which will require time and effort. Members will attend functions of agencies and organizations that Trailhead supports and perform other duties as needed.

**Qualifications:**

Ideal candidates are passionate about improving public health in Colorado and the Rocky Mountain West, and interested in and willing to support the vision, mission, goals and programs of Trailhead Institute.

***Ad Hoc Committee Member:** candidates may be considered to serve in a more limited capacity on one or more Board Committee. Ad Hoc Members of Trailhead's Board committees participate in discussion, recommend and contribute actively but do not have the privileges to make motions, debate, and vote on the topics reviewed by the Committee. Ad Hoc Committee Members do not attend or meet the full obligations of being a Board member.*

*Ad Hoc members may include but not be limited to: former Trailhead Board members, current or former Trailhead Partners, and/or former Trailhead Staff.*

Reviewed and revised by Board of Directors Governance Committee, March 2021

**For public health innovation**

1385 S Colorado Blvd, Suite 622, Denver, CO 80222 | 303-910-4682 | [trailhead.institute](http://trailhead.institute)