



For public health innovation

Trailhead Institute Board of Directors

Job Description and Invitation to Apply 2023

General Description

Trailhead Institute is a public health institute whose mission is to advance innovation and collaboration in public and environmental health. Our work is driven by a commitment to capacity-building, collaboration and justice. Board members have the overall responsibility for governance, policy-making and oversight of the strategic direction for Trailhead Institute, as well as being active participants in Trailhead's Justice, Equity, Diversity, and Inclusion (JEDI) efforts.

With this in mind, the Board Member will work with the Trailhead team to further the organization's mission and to build a regenerative organization that actively works to reverse historical inequities within public health and within our organization. Board members will ensure that a focus on inclusivity, diversity, and equity is incorporated throughout all components of their service. Your input, life experience, skill and participation will inform how Trailhead evolves as a public health institute committed to centering our work in regeneration and equity.

In collaboration with other Board members, **Roles & Responsibilities** include:

1. Lead, establish and ensure alignment of Trailhead's vision and mission.
2. Monitor and approve fiduciary compliance including oversight of budgets, audits and fiscal compliance.
3. Delegate executive management of Trailhead Institute to the President and Executive Director.
4. Guide and evaluate performance of the President and Executive Director.
5. Contribute to the development of the organizational strategic plan and monitor its implementation.
6. Monitor and approve organizational finance strategy.
7. Monitor and approve 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. Identify and cultivate contact with potential major/planned giving donors.



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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, Development, and/or Executive (for Board Officers). Board members may also be asked to participate on ad hoc committees and/or joint staff/board working groups.

Duties:

1. Attend 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
7. Board members are encouraged to contribute annually to Trailhead commensurate with your means

Expected Time Requirement:

The Trailhead Institute Board meets 6 times per year for an average of 2 hours per meeting. Most board and committee meetings are held virtually. The Board holds an annual in-person retreat, usually in August, and may hold one additional in-person meeting in Denver. Trailhead will reimburse for reasonable travel expenses for those traveling 50 miles or more and in accordance with Trailhead Institute's Travel Guidelines.

Members participate on committees which require additional time and effort, and perform other duties as needed. Members will attend functions of agencies and organizations that Trailhead supports and may have opportunities for social and networking gatherings with other Board members and staff.

Board members may serve two consecutive 3-year terms.

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, values, and program and project goals of Trailhead Institute. We encourage those with experience with health equity, local public health, employment law, finance, and philanthropy to apply.



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If Interested:

Consider attending a Trailhead Board Information Session and RSVP to one of the following:

Tuesday September 19th 12pm-12:30pm Mountain Time, [Register Here](#)

Wednesday September 27th 5pm-5:30pm Mountain Time, [Register Here](#)

Friday September 29th 8am-8:30am Mountain Time, [Register Here](#)

Please complete a one-page letter of interest based on the following prompts and **submit to applications@trailhead.institute by close of business on October 18th, 2023:**

- Why are you interested in joining the Board? What resonates with you about Trailhead's mission, values and/or work?
- What would you like to bring to the Board? Feel free to speak to any such as any professional or lived experience, skills, perspectives or interests.
- What do you hope to get out of your experience as a Board member?
- Is there anything else you would like us to know?

If a full Board commitment doesn't fit your schedule at this time, send us your skills and interests! We may have short-term projects that are a good fit for you.

Applications will be reviewed in October, followed by interviews in November. Pending approval, new Board members will be oriented in January and attend their first full Board meeting in February.

Reviewed and revised by Board of Directors Recruitment Subcommittee, Summer2023