

About Family Voices

Family Voices is a family-led non-profit organization founded in 1992 to bring national focus to the needs of families of children and youth with special health care needs. **Our mission today is to transform systems of care to work better for all children and youth, especially those with special health care needs or disabilities.** Throughout our national grassroots network, we provide families resources and support to make informed decisions, advocate for improved public and private policies, build partnerships among families and professionals, and serve as a trusted resource on health care. [Learn more about Family Voices](#)

Serving as a member of [Family Voices' Board of Directors](#) will provide numerous opportunities to develop your leadership skills while contributing to our mission of transforming systems of care and supporting families of children and youth with special health care needs, a population that represents more than one in four families in the U.S.

Board Initiatives

Board members have the potential to serve in a number of areas, as well as to carve out new initiatives, based on their interests, availability, and expertise. Current areas of Board efforts include:

- Assisting with the development and growth of Family Voices
- Developing and growing the network of Family Voices State Affiliate Organizations
- Raising awareness of the needs of families of children and youth with special health care needs
- Monitoring, interpreting, and advising on policy actions at the federal level
- Identifying and supporting partnerships with key stakeholders including provider organizations, Title V, and others to promote family-centered care

About the Application Process

Thank you for your interest in serving on the Family Voices Board of Directors. Family Voices is continually open to accepting applications from interested candidates. You may wish to contact Family Voices prior to completing an application to determine if an opening is anticipated. Applications remain valid for one year from the date of completion. If you have any questions about this application, please feel free to contact Family Voices' Chief of Staff, Bhumika Shah, at bshah@familyvoices.org.

Board members are expected to participate in bi-monthly meetings via Zoom, to join a Board committee, and to participate in other activities such as fundraising, strategic planning, partnership development, and conference planning. Board members should expect to spend at least four hours per month on Family Voices board-related activities, though this may vary based on focus areas and time of the year.

APPLY NOW



The Board application includes questions about you, your skills and your potential contributions to the mission of Family Voices. <https://www.surveymonkey.com/r/TWQ8N33>



Board Role Description

The Board will support the work of Family Voices and provide mission-based leadership and strategic governance. While day-to-day operations are led by Family Voice's Executive Director, the Board-Executive Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. The usual Board term is three years, with a maximum of three terms.

As the highest leadership body of the organization and to satisfy its fiduciary duties, the Board is responsible for:

- Selecting and evaluating the performance of the Executive Director
- Serving as a trusted advisor to the Executive Director as s/he develops and implements Family Voices' strategic and organizational plans
- Ensuring strong fiduciary oversight and financial management by approving Family Voices' annual budget, audit reports, and material business decisions
- Being informed of, and meeting all, legal and fiduciary responsibilities
- Serving as active advocates and ambassadors for the organization and fully engaging in identifying and securing the financial resources and partnerships necessary for Family Voices to advance its mission
- Supporting and ensuring the use of the Family Voices' Diversity, Equity, Inclusion and Belonging (DEIB) Framework
- Helping to identify and leverage personal connections, networks, and resources that can benefit the organization, its fundraising, and reputational standing
- Influencing public policy; and develop collective action to fully achieve Family Voices' mission
- Assessing its own performance as the governing body of Family Voices
- Assisting the Executive Director and Board president in recruiting, orienting, and developing other Board members

Board Nominations

We seek nominees who represent the diverse cultural, ethnic, and socioeconomic backgrounds of the children, youth, and families we serve, and who will work collaboratively and cooperatively to further expand the capacity of Family Voices to address the needs of families across our nation.

We are looking for nominees with at least some of the following qualities or experiences:

- Knowledge of and passion for children and youth with special health care needs and their families
- Family leadership and lived experience
- Fundraising experience
- Accounting, legal, and/or investment experience
- Health care organization or financing experience

In addition, we are looking for the following characteristics in nominees:

- Current or previous experience on task forces, commissions, or governing Boards
- Diverse cultural, ethnic, socioeconomic, and geographic representation
- Commitment to improving systems of care and support for children and youth with special health care needs and their families
- Willingness, time, and availability to participate in Board conference calls, an in-person meeting, and regular committee work



Board Meetings

Currently, the Family Voices Board of Directors meets on the last Tuesday of every other month from 6PM – 7PM ET (February, April, June, August, October and December), including an in-person annual meeting held in Washington, D.C.

Board Committees

Board committees and their work are aligned with Family Voices' [strategic priorities](#).

The **Executive Committee** is elected by the Board and includes the: Board President, Board Vice President, Secretary, Treasurer, and Past President, as well as the Executive Director.

The **Finance Committee** includes the Executive Committee and the financial consultants and staff.

The **Governance Committee** leads Board orientation and oversees Board governance to ensure best practices.

The **Development and Communications Committee** assists with the fundraising, development and growth of Family Voices.

The **Nominations Committee** assists with recruitment and selection of prospective Board members for presentation and election to the Board.

The **Policy Committee** monitors, interprets, and advises on policy actions at the federal level.

Expectations of Individual Board Members

Each Board member is expected to:

- Understand and promote the organization's mission, vision, goals, programs, and needs
- Give of your time to the best of your ability in support of Family Voices
- Respond to communication from other Board members and/or Family Voices staff in a timely and professional manner
- Prepare for, attend, and conscientiously participate in Board meetings (and new Board member orientation webinars)
- Notify the organization in advance if you are unable to attend a meeting due to family or business emergency
- Participate fully in one or more committees, and/or assume a leadership position, as needed
- Identify and cultivate potential donors/funders; recruit sponsors, as needed
- Support the organization with a financial donation at least once during the calendar year to the best of your ability, in order to achieve 100% Board participation

Board members are also expected to:

- Follow the organization's bylaws, policies, and Board resolutions
- Sign an annual conflict-of-interest disclosure and update it during the year, if necessary, as well as disclose any potential conflicts before meetings and actual conflicts during meetings. [Learn more about conflicts of interest](#)
- Maintain confidentiality about all internal matters of Family Voices. [Learn more about confidentiality](#)



Affiliate Representatives to the Family Voices Board of Directors

The Family Voices Board of Directors plays a critical role in the governance and operation of the organization. The Board of Directors includes two representatives elected by the Family Voices Affiliate Organizations (AOs) – an Affiliate Organization representative who is a voting member of the Board of Directors and an Affiliate Alternate who participates in Board of Directors meetings and who votes when the Affiliate member is not available.

Responsibilities of Affiliate (AO) Representatives to the Family Voices Board of Directors

Family Voices is seeking candidates to apply for roles of Affiliate and Affiliate Alternate member of the Family Voices national Board of Directors. The Affiliate and Affiliate Alternate members are elected by the Family Voices network and serve for a regular term of three years, with the option of a second three-year term.

The Affiliate member serves as a full voting member of the Board, and the Affiliate Alternate member votes if the Affiliate member is not available.

Affiliate Board members serve as a liaison, bringing the interests and concerns of the Affiliate Organization network to the Board, and conveying information from the Board back to the Affiliate Organization network.

In addition to the regular responsibilities of a Board Director, Family Voices expects the Affiliate Board members to serve as a link between the Family Voices Board and the Affiliate Organizations by:

- Participating in regular Affiliate Organization calls
- Conveying information from the Affiliate Organizations at the Family Voices Board of Directors meetings, and conveying information from the Family Voices Board of Directors to the Affiliate Organizations
- Serving as the liaison between the Affiliate Organization network and the Family Voices Board of Directors

If you are applying from a Family Voices Affiliate Organization, please make sure to select **Affiliate Board member** or **Affiliate Alternate Board member** on question 7 of the online application.

