

Women's Board Members' Responsibilities and Expectations

Mission Statement-*As the founding entity of Akron Children's Hospital, the Women's Board is dedicated to the support, protection, and welfare of children, by working to enhance community involvement, increase advocacy and raise funds for the Hospital.*

The following list of responsibilities clarifies the expectations for a Board member of the Women's Board of Akron Children's Hospital. Upon agreeing to serve as a member of the Board, members are asked to review and sign, annually, this form thereby agreeing to be held accountable for meeting these responsibilities.

Commitment

- Be committed to the mission and goals of the Women's Board of Akron Children's Hospital.
- Represent the Women's Board by being familiar with the organization and speaking in support of its efforts.
- Be committed to and abide by Women's Board's policies and procedures.
- Help to ensure the prudent use of all assets, including facility, people, and good will.
- Allow your name to be used in support of the institution.
- All Board Members must maintain the confidentiality of information they acquire in their service to the board including in board meetings, committee meetings or other communications. Information about the organization's matters shall not be disclosed or discussed with others outside of the board and staff.

Attendance

- Attend the Women's Board General Membership meetings held the 2nd Tuesday of the month from 9:30 a.m. until 11:30 a.m.
- Attend the Annual Meeting of the Corporation held in May.
- Attend a majority of assigned committee meetings.
- Attend the Hospital Volunteer Recognition Ceremony in April.
- Attend the Women's Board Education Day presentation, which is held during the General Membership Meeting in October.



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Financial Obligations

- Members purchase at least one Charity Ball ticket or donate the equivalent amount.
- Members make at least a \$100 contribution to Celebrate the Plate each year.
- Members support all Women’s Board fundraisers.
- Members contribute to the Hospital’s Annual Fund Campaign each calendar year.

Service

- Members serve on at least three Women’s Board committees, one of which must be Gift Shop, Charity Ball, Golf Committee, Celebrate the Plate, Home Safe Home or Holiday Tree Festival Partnership.
- New members must select the Gift Shop Committee as one of their committee choices the first two years of membership and are required to work a three-hour shift two or three times a month, depending on the schedule.
- Members review the female high school senior lists, gather information about possible Charity Ball candidates, and assist or complete applications on possible Charity Ball candidates.
- Members may be asked to volunteer for a shift at the Radiothon in February.

Hospital Volunteer Requirements

- Fill out a conflict of interest form each year.
- Have a TB test, and provide proof of having had the measles vaccination, or have a measles booster before becoming a hospital volunteer.
- Must meet volunteer immunization requirements and the annual flu shot.
- Complete and submit the required hospital safety test annually.
- Adhere to hospital/volunteer dress code, as well as all hospital policies and guidelines.
- Keep track of and report volunteer hours to the Hospital Volunteer Department.



Acknowledgement- Expectations of Board Members

I agree and acknowledge these responsibilities and expectations as a member of the Women’s Board at Akron Children’s Hospital.

Signed: _____

Printed Name: _____

Date: _____