

## **MEMBER OF THE BOARD OF TRUSTEES**

***An exciting opportunity to get involved in a non-profit board  
to help children and families!***

**The Baker Center for Children and Families** (The Baker Center), <https://bakercenter.org>, is a 105-year-old Boston-based Harvard Medical School affiliated nonprofit organization dedicated to promoting the best possible outcomes in mental health and special education for children and families. With locations in Boston and in Waltham, The Baker Center works at the local, state, and national levels to bring effective care to children and families and make an enduring and transformational impact in their lives. The Baker Center is a nationally recognized institution that is leader in children's mental health and bridges the gap between research and innovative, effective practice. Children and families who seek services at The Baker Center are often given hope and find success despite the complex challenges they often face.

**The Baker Center seeks dynamic new members for our Board of Trustees who want to make a difference during this critical time when vulnerable children need our help more than ever before.** Our Trustees are champions for The Baker Center, and connect us with potential partners, supporters, and donors. This is an extraordinary volunteer opportunity for an individual who has a desire to contribute their skills and expertise as a member of a highly engaged Board.

***\*\*Interested candidates should email a cover letter and resume to Christina Minassian – [cokeefe@bakercenter.org](mailto:cokeefe@bakercenter.org) – to begin the process. The Governance and Nominating Committee will review all candidates.***

The Board supports the work of The Baker Center and provides mission-based leadership and strategic governance. While day-to-day operations are led by The Baker Center's President and Chief Executive Officer (CEO) and senior management team, the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

Diversity, Equity, and Inclusion:

**The Baker Center values and celebrates the range of diversity, culture, and unique differences in the communities we serve. To fully realize The Baker**

**Center's mission, we have made a commitment to focus on diversity in our Board recruitment efforts.**

As an organization we will deepen and change our culture and environment, embracing inclusiveness by:

- Attracting Trustees with a wide range of personal and professional experiences
- Attracting and retaining racial diversity at all levels of our organization including board, staff, volunteers, and community partners
- Incorporating the importance of age diversity in our Board of Trustees
- Incorporating diverse perspectives to achieve relevant and innovative programming

We are intentional in our efforts to recruit diverse Trustees, staff, and volunteers and to cultivate an environment in which all who engage in our organization feel included, respected, and embraced.

Specific Board of Trustee responsibilities include:

**Leadership, governance, and oversight**

- Serving as a trusted advisor to the CEO as they develop and implement The Baker Center's strategic plan
- Reviewing outcomes and metrics created by The Baker Center for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Approving The Baker Center's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the CEO
- Assisting the CEO and board chair in identifying and recruiting other Trustees
- Partnering with the CEO and other Trustees to ensure that board resolutions are executed
- Serving on committees or task forces and taking on special assignments (current standing committees include Executive; Finance;

Development; Governance & Nominating; External Affairs & Communications; and Facilities & Real Estate)

- Representing The Baker Center to stakeholders; acting as an ambassador for the organization
- Ensuring The Baker Center's commitment to a diverse board and staff that reflects the communities The Baker Center serves
- Actively supporting the CEO's strategic priorities and development efforts

### **Fundraising**

Trustees will consider The Baker Center a philanthropic priority and make annual gifts to support the organization. The Baker Center expects to have 100 percent of Trustees make an annual contribution that is commensurate with their capacity so that The Baker Center can credibly solicit contributions from foundations, organizations, and individuals. It is expected that trustees will take an active role in fundraising, host or attend fundraising events, and utilize their networks to identify potential donors and supporters of the organization. As a nonprofit organization serving children and families, fundraising is key responsibility of our Board of Trustees.

### **Board terms/participation**

The Baker Center's Trustees will serve a three-year term to be eligible for re-appointment for two additional terms. Trustees who are officers or committee chairs at the time their third term expires may be elected to fourth term. Board meetings are held bi-monthly from September to June each year (currently held in a virtual format, via Zoom), and committee meetings (conducted as conference calls or zoom) will be held in coordination with full board meetings. In addition, the annual full-day Board Retreat is held in September (in conjunction with the September Board Meeting and Annual Meeting). **We welcome candidates from any geographic location.**

### **Qualifications**

This is a fantastic opportunity for an individual who is enthusiastic about The Baker Center's mission, dedicated to "improving the lives of children," and who has a history of leadership. Trustees should have experience in business, government, healthcare, philanthropy, or the nonprofit sector.

Ideal candidates will have one or more of the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, healthcare, philanthropy, or the nonprofit sector
- While all business backgrounds are welcome, The Baker Center is actively seeking candidates with experience in the financial sector
- A commitment to and understanding of The Baker Center's beneficiaries, preferably based on personal experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of The Baker Center's beneficiaries
- An understanding of the culture of philanthropy and a desire to partner with trustees and staff in institutional development efforts.

**\*\*Service on The Baker Center's Board of Trustees is a volunteer position without remuneration.**