

## About NAMI

*NAMI San Francisco helps families and individuals affected by mental health conditions build better lives through education, support, and advocacy. We are an affiliate within a nationwide network of over 600 organizations that provide community-based and volunteer-led support groups, classes, outreach, and events to bust stigma, build knowledge, and provide resources to help people living with mental health conditions and their family and friends get the support they need.*

## Board of Directors

Thank you for your interest in joining the Board of Directors! The Board is a “working Board,” meaning that we do much more than meet periodically and vote on initiatives to be carried out by other people. Instead, as a Board, we are also responsible for carrying out some of the work of the organization. This document provides an overview of the commitments, responsibilities, and expectations of serving on the Board.

## Commitment

Overall, expect to spend **3-6 hours/month** serving in your role on the Board of Directors, which fluctuates throughout the year. This includes:

- Bi-monthly Board meeting between 1 to 1.5 hours long (with a few extra meetings at beginning of year)
- One or two monthly committee meetings between 1 to 1.5 hours long (2 to 3 hours total)
- Regular time speaking at events or representing the organization in public meetings or through networking
- Tasks outside meetings, averaging 1 to 3 hours/month

In addition to time commitments, all Board members must be committed to our values:

- Improving the world for people living with mental health conditions and their communities without contributing to stigmatization or marginalization;
- Using language and showing up in a way that leads to a welcoming and collaborative environment for all people regardless of mental health condition, race, ethnicity, gender identity, economic status, or any other identities that are often excluded or marginalized in society.

## Board Responsibilities

The Board holds overall legal and fiduciary responsibility for the organization. Our role is to work collaboratively with staff, mostly the Executive Director, to maintain the organization’s healthy financial standing and to carry out activities that strategically grow the organization’s financial capacity and visibility in the community so NAMI SF can carry out its mission.

These responsibilities are divided into three committees: (1) Governance: Focused on the overall functioning of the Board through its structure, roles and recruitment, and individual accountability; staff needs for success and well-being; and, financial health through overseeing the budget and budget processes; (2) Fundraising Walk Committee: Responsible for producing the Fundraising Walk and providing the resources for the full Board to be involved; and, (3) Donor and Community Engagement: Ensures NAMI Board members identify strategic opportunities to be visible in the community, and hosts smaller member or donor events that connect donors, volunteers, and participants deeper to the organization.

The Board does not deliver NAMI programs or services. The focus is on the internal workings of the organization and fundraising, so that staff and other volunteers have the resources to deliver NAMI programs and services.

## Expectations

As a small working Board, we expect the following of each individual Board member:

- Serve a 3-year term, unless significant life changes intervene;
- Attend bi-monthly Board meetings (usually virtual), participate in discussion, show up on time;
- Serve on at least one committee, taking on tasks and projects at an equal rate as other members;
- Participate in tasks and responsibilities presented by other committees, such as supporting with solicitation outreach or fundraising for an event, recruiting new Board members, speaking at a public

event that has strategic value for the organization, etc.

- Support the annual NAMI Fundraising Walk through planning, personally giving, and/or soliciting donations from personal networks. Each Board member is expected to give or raise \$1,000, or give an equivalent amount of additional time to planning for fundraising activities (approximately 10 - 12 hours);
- Treat each Board member with respect, seek to problem-solve, support one another, and step in as needed.

## Skills, Experience, and Qualifications

You would make a good fit for the NAMI San Francisco Board if you are able to do the following:

- Commit to the mission of the organization with preference for the ability to speak to our mission as a person with a mental health condition or a person whose loved one lives with a mental health condition;
- Work in diverse, interdisciplinary teams;
- Donate to the organization. When applying for grants, foundations often confirm that 100 percent of the Board has made a financial contribution to the organization. For this reason, we ask each Board member to contribute something personally meaningful.

In 2024 we are also seeking Board members with a background in one or more of the following areas:

- Fundraising and donor relations;
- Non-profit legal experience or operational expertise;
- Event and project management;
- Financial and data analysis;
- Connections to different networks in San Francisco, including communities of diverse constituencies, local government or education networks, professional networks, or faith-based networks;
- Mental health personal experience.

## Application Process

We have developed a robust application process in order to build a Board that is reflective of the diverse community of San Francisco and meets the needs of a growing organization. Here are the important dates:

- Join us for an information session to learn more about the Board or organization:
  - Virtual Information Session #1: Thursday, December 14, Watch the recording: <https://bit.ly/3tlXj3x> password: +?Hg2F7y
  - Virtual Information Session #2: Tuesday, January 16, 6:00pm - 6:30pm. Link to join: <https://us02web.zoom.us/j/85439097485?pwd=YkVwNVF4TUJVaThKYlhmcGZlQk1lZz09>
- **Thursday, February 1: Applications Due**  
Apply at <https://forms.gle/9k4ftQafe1yhiYvz9>
  - The brief application has five total parts, asking for your contact information, optional demographics information, relevant experience and qualifications, and a short statement of interest. We also request that you confirm your ability to commit to the Board.
  - Uploading a resume is optional.
  - We are more interested in your skills and interests than in perfectly crafted sentences and grammar. In other words, don't feel the need to spend a lot of time word-smithing.
  - We anticipate that completing the application will take anywhere from 30 to 45 minutes.
- Final candidates will be invited to participate in an interview with staff and members of the Board between **February 7th to February 16th**. This is as much an opportunity for you to get to know us as it is for us to get to know you! All candidates will be notified no later than **February 21**.
- Annual Orientation and Planning Session with new and returning Board members: **Saturday, March 2**. Regular Board and committee meetings begin in March.
- The NAMI SF Walk is May 18th.

*Thank you for your interest in joining the NAMI San Francisco Board! We are excited to get to know you. If you have any questions, please email board members Andrea Berman ([acberman111@gmail.com](mailto:acberman111@gmail.com)) and Kate Brady ([bradyc@usfca.edu](mailto:bradyc@usfca.edu)).*