



CORE Group Board Chairperson Job Description

CORE, Inc. (CORE Group) is a leader in global community health, working to end preventable maternal, newborn, and child deaths around the world. We have a comparative advantage through collaborative action to promote and safeguard health in communities and create new models for reaching the most marginalized populations. As a neutral, trusted platform for a coalition of more than 250 members, we work together with the broader global health community to foster collaboration and learning, strengthen technical capacity, develop innovative tools and resources, and scale evidence-based approaches to improving health.

Learn more here: www.coregroup.org.

The **Board Chairperson** is a partner to the CORE Group Executive Director (ED) and other board members, the Board Chair will provide leadership to CORE Inc. (CORE Group) as it continues with the 2022-2024 Strategy. The Board Chair will support and sustain the work of CORE Group, provide governance leadership, elevate CORE Group's visibility in the global health space, and provide advice on strategic fundraising. The Board Chair should be a leader in global health or international development that has multiple relationships and contacts in the philanthropy or partnership space, that can be leveraged for CORE Group's strategic needs and goals.

Specific duties include:

Leadership, governance, and oversight

- Being a trusted advisor to the ED as s/he/they develops and implements CORE GROUP's strategic plan
- Supporting the ED in relationship management, assist ED with developing relationships with funders, partners, and other stakeholders
- As a Finance Committee board member, approving CORE GROUP's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities, as advised by the Treasurer of the Board
- Reviewing outcomes and metrics created by CORE GROUP for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics
- Coordinating a timely annual performance evaluation of the ED, per the bylaws guidance
- Assisting the ED and Governance Committee in recruiting board members
- Periodically consulting with board members on their roles and helping them assess their performance
- Planning, presiding over, and facilitating board and committee meetings; partnering with the ED to ensure that board resolutions are carried out
- Acting as an ambassador for the organization
- Jointly develop the Board meeting agendas with the ED, as well as Committee report-out meetings
- Ensuring CORE GROUP's commitment to a diverse board and staff that reflects the communities CORE GROUP'S serves
- Meet bi-weekly/monthly with the ED to discuss progress, updates, challenges, and form agenda for Board meetings

Fundraising

- In collaboration with the ED, make every effort to generate substantial annual revenue in order to foster CORE GROUP's overall financial health
- Personally treating CORE GROUP as a top philanthropic priority reflected in an annual financial gift

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- Ensuring that 100 percent of CORE GROUP's board members make an annual contribution that is commensurate with their capacity
- Identifying, qualifying, cultivating, soliciting, and stewarding major individual donors, corporate, and/or foundation gifts
- s Introduce appropriate partners and potential donors to the ED

Other responsibilities include:

- Serves as the contact point for every board member on board issues.
- Sets goals and objectives for the board and ensures that they are met.
- Ensures that all board members are involved in committee activities; assigns committee chairs.
- Motivates board members to attend meetings, works with Board Governance committee on Board accountability
- Attends meetings of all committees and actively participates, or delegates vice chair when appropriate, per the bylaws
- Represent the organization to its many constituents/stakeholders; The Chair is constantly called upon to represent the organization presenting a knowledgeable and committed picture.
- Attend social functions. Speak in public on behalf of the organization. Be consistent and openly advocate for the cause.

Board terms

CORE GROUP's Board Chair (and board members) will serve a three-year term to be eligible for re-appointment for two additional terms, per the bylaws. Board meetings will be held quarterly and committee meetings will be held throughout the year.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about the success of CORE GROUP, its' members and communities globally and who has a track record of board leadership. The selected Board Chair will have achieved leadership stature in business, government, philanthropy, private sector, and/or the nonprofit sector. His/her/their accomplishments will allow him/her/they to attract other well-qualified, high-performing board members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, private sector, or the nonprofit sector
- Demonstrated success as a nonprofit board member or board chair
- Track record of building credibility in the global health community that has resulted in major gifts or visibility to a nonprofit
- A commitment to and understanding of CORE GROUP'S's members and mission preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Excellent written and oral communication skills coupled with natural affinity for public speaking

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- Personal qualities of integrity, credibility, and a passion for improving the lives of CORE GROUP's members and the global health community
- Group dynamic skills
- Supervision experience
- Meeting management skills

What should a prospective Chair know before taking on this responsibility?

The volunteer Chair should fully understand the scope of the task with an honest understanding of time and energy commitments. The success of this position largely depends on relationships especially the one with the ED. The following is offered as a "checklist" of what should be understood before saying "yes." The Chair position is a voluntary position, without remuneration, and can have significant time commitments.

- Are you personally committed to the mission of the organization and the services it provides?
- Have you met with the outgoing chair to glean their experience?
- Have you analyzed the time that will be required and determined that you can give it. (Caution - The actual time almost always exceeds what is anticipated.)
- Do you have other volunteer commitments (board or otherwise) that would infringe on this responsibility or be in conflict with it?
- Have you met with the ED asking how well you can work together? (Good question of both of you – "What do you need from me?")
- Have you read the last two or three evaluations of the ED and discussed areas of personal and professional growth?
- Are you willing to personally meet with and ask for gifts from potential donors?
- Are you willing to take a training course and/or attend conferences related to the organization?
- Have you read (and understand) the Articles of Incorporation and By-laws especially as they are related to the role and responsibility of the Chair?
- Have you read and understood the organization's strategic plan?
- Do you understand the financial position of the organization either utilizing your own knowledge or through counsel with a competent professional?
- Have you read the last two independent certified audits of the organization as well as the last two Internal Revenue Service Form 990 submissions.
- Have you reviewed the policies and procedures in place that are the responsibility of the board?
- Are there current legal issues for the organization (lawsuits, employee complaints, government sanctions, delinquent quarterly tax filings, payment to health and pension funds, etc.)?



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- Are you free of personal agendas and conflicts of interest in assuming this position? (Example: business with the organization.)

Interested parties should email: nominations@coregroup.org with their Resume and letter of interest. Subject line should read *"Board Chair_Last Name."*

This position would begin immediately with an overlap period with the current Board chair.