

# Board Chair Elect



**MPO/MNPQC Background:** The Minnesota Perinatal Quality Collaborative (MNPQC) was developed in 2018 and is a network of organizations, medical providers, content experts, and community voices led by Minnesota Perinatal Organization (MPO) with support from the Minnesota Department of Health (MDH). We seek to improve perinatal and infant health outcomes with an emphasis on improving health equity for all birthing people.

**Description:** The Board Chair Elect will support the Board Chair in working with members to achieve the mission of the organization. The Board Chair Elect will provide direction and additional insight regarding the strategic plan, goals, and operational costs.

This position requires a 3-year commitment.

Year One: Board Chair Elect

Year Two: Board Chair

Year Three: Past Board Chair

**For more information, visit:** [minnesotaperinatal.org](http://minnesotaperinatal.org)

## Board Chair Elect Responsibilities may include (as directed by the Board Chair)

- Regularly ask for verbal updates and formal reports to understand each areas progression and the company's overall stance
- Develop and support the 5-year strategic goals
- Be available as a spokesperson when necessary
- Create and maintain relationships with partner organizations and other community and industry leaders
- Chair the board meetings (monthly updates/meetings include creating agenda & additional prep) in the absence of the Board Chair.
- Assist in recruiting board members and other individuals for projects/work to support the mission of organization (see board member responsibilities)
- Work with agencies, foundations, and major donors to develop branding and marketing strategies
- Coordinate with staff members regarding meetings, educational events, communications, etc. and provide feedback as needed
- Work with the Executive Director to manage operational costs and budget
- Prepare annual performance review of the Executive Director
- Oversight of the financial sustainability (supporting the Finance Committee)
- Consider giving a charitable contribution, in an amount reasonable relative to personal assets, to the MPO (501c nonprofit) general fund.

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## Skills Required:

- Innovation - Ability to visualize the future of the company to plan, strategize and execute progressive goals
- Strong leadership skills with the ability to inspire people to action through their influence
- Excellent communication and relationship building skills
- Strong accountability
- Effective planning and organizational skills
- Strong interest and knowledge of the QI process (currently using IHI improvement process for the MNPQC)

## Time Commitment:

- Term is expected 3 years  
Year One: Board Chair Elect  
Year Two: Board Chair  
Year Three: Past Board Chair
- As described in responsibilities, participation of role expected at:
  - Board meetings (minimum of quarterly, monthly as needed)
  - Executive Board committee meetings