

Angelic Musings y Virtudes ☀️ Board Member Responsibilities

Greetings Love!

Thank you so much for your interest in learning more about what it means to be a member of the Board of Directors for Angelic Musings y Virtudes.

As is customary for nonprofits, this is a volunteer Board – meaning Board Members are not financially compensated. Members contribute time, expertise, care, and leadership to help establish strong governance, guide strategic growth, and support fundraising and partnership development.

We are seeking mission-aligned leaders who understand that a strong Board is an essential impact multiplier – especially for a values-driven organization working at the intersection of wellness, Spirituality, community care, and socio-ecological research and regeneration.

Commitment Details

The estimated time commitment for Board service is about **4-8 hours a month** for scheduled monthly, virtual Board meetings (~1-3 hours/month) and committee work (~1-5 hours/month) – which involves occasional tasks for fundraising, outreach, marketing, advisory, etc. Our first meeting will be the longest (~2-3 hours), as it will consist of orientation, confirmation of officer roles, and other governance set-up tasks.

Board members serve one-year terms, renewable by mutual agreement.

What Board Service Entails

Board Members are expected to:

- Understand and champion the organization’s mission, programs, and evolving needs.
- Review Board materials ahead of meetings (strategic plans, budgets, financials, key documents) in order to contribute meaningfully to discussions.
- Attend and actively participate in Board meetings and committee work.
- Serve as ambassadors – helping expand visibility, credibility, partnerships, and support.
- Participate in fundraising in ways that fit your capacity – whether through personal donations, peer introductions, grant research, fundraiser promotion, hosting community gatherings, etc.
- Make a meaningful personal contribution that is aligned with your means – there is no minimum amount.
- Engage in learning opportunities to stay grounded in the lived realities of the communities we serve.
- Uphold a culture of respect in the Board room by honoring diverse lived experiences, viewpoints, identities, and wisdom.
- Lead with integrity and align with our values of Peace, Love, and Freedom.

Officer Roles

Officer positions include the responsibilities above, in addition to role-specific duties.

Treasurer

- Provide oversight of the organization's financial condition and affairs.

- Keep the Board informed of financial health, risks, and compliance needs.
- Oversee budget development and ensure clear, timely financial reporting to the Board.
- Chair (or help establish) the Finance Committee.
- Support annual audit/financial review processes as needed.

Secretary

- Maintain accurate meeting minutes and records of Board actions.
- Support meeting logistics (e.g., sending meeting notices, agendas, and materials).
- Maintain Board records (governing documents, policies, resolutions) and support legal compliance tracking.
- Ensure secure documentation and continuity of records as the organization grows.

Vice President

- Support the Board President.
- Facilitate meetings when needed.
- Assist with creation and staffing of committees.
- Help coordinate Board performance evaluation and governance development.
- Lead evaluation and compensation review processes when the *Cacike-Bohiti* has a conflict of interest, per organizational conflict of interest policy.

*Cacike-Bohiti*¹ (President-CEO)

- Preside over Board meetings.
- Prepare Board meeting agendas.
- Create and staff committees.
- Manage Board structure and policies.
- Establish and model the working culture of the board and the organization.
- Represent the organization in public forums.
- Works with Board to ensure organizational performance and financial sustainability
- Lead and carry out primary fundraising activities.
- Implement Board plans and decisions.
- Direct and carry out socio-ecological research projects.
- Provide creative and visionary direction for regenerative development projects.
- Host community wellness events and services.
- Develop and generate content for the organization's website.

Committees

Committees help the Board maximize efforts and energy by focusing on specific tasks/issues and then bringing recommendations to the full Board for discussion and vote. The Board will decide which committees to form based on current priorities and capacity. Committees may meet monthly or every two to three months as needed.

- **Board Development Committee:** Responsible for general Board affairs such as board recruitment, orientation, and training.

¹ A *Cacike* was a tribal chief, or village leader, in indigenous Taino culture. The *Behike*, or *Bohiti*, were healers who served as intermediaries with the Spirit world in order to provide medicine and guidance for the people.

- **Finance Committee:** Responsible for financial oversight of the organization such as developing budgeting procedures, reviewing budgets, offering financial recommendations, and facilitating audits.
- **Fundraising Committee:** Responsible for overseeing fundraising efforts of the organization including developing fundraising plans, leading outreach, and ensuring ethical fundraising practices.
- **Marketing Committee:** Responsible for overseeing development and implementation of marketing plan, including plans to promote services and programs to target communities.
- **Research Committee:** Responsible for steering socio-ecological research projects, reviewing papers written by/for the organization, and facilitating collaborations with other researchers and institutions.
- **Community Wellness Committee:** Responsible for helping to develop and monitor community wellness programs and initiatives, including facilitation of outreach to community members and organizations.

We may start with only 2-3 of these committees (e.g., Research and Community Wellness) and assume the rest of these functions as a Board.

Governance Basics

To ensure responsible stewardship and protect the organization, Board Members are also expected to:

- Uphold fiduciary duties of care (act in good faith), loyalty (put the organization first), and obedience (follow its mission and governing documents).
- Maintain confidentiality regarding sensitive Board discussions and internal information.
- Disclose conflicts of interest and excuse themselves when appropriate.
- Support compliance with nonprofit governance requirements as we incorporate and pursue 501(c)(3) status.

Formal policies – including our Conflict of Interest Policy, confidentiality guidelines, and financial procedures – will be adopted as part of our governance set-up.

Additional Considerations

- As a volunteer role, Board service is designed to be meaningful and sustainable, not an extractive or excessive demand on your time or energy.
- The *Cacike-Bohiti* serves as the Board President and is also responsible for day-to-day operations, strategic **implementation**, and execution of Board-approved policies and programs. During the organization's development phase, this role will be unpaid. As the organization grows and secures funding, the *Cacike-Bohiti* may transition to a paid position.
- If at any time Board service becomes unsustainable or no longer aligned, you may notify the Board and request to step down. We aim to handle transitions with care, respect, and clarity.

This document is for informational purposes only. Adopted bylaws and Board policies govern for official matters.