



"Raising the Standards of Midwifery"

Board of Trustees - Chief Executive Officer and President

Board of Trustees Pledge

The Board will support the work of Nizhoni Institute of Midwifery and provide mission-based leadership and strategic governance. While day-to-day operations are led by the Nizhoni Institute of Midwifery Chief Operations Officer (COO), the Board-COO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. The Chair Person of each department is responsible to promote and support the principles of Nizhoni Institute of Midwifery by leadership and example. Each Board Member must observe the highest standard in order to retain the trust of the donating public and the confidence of those they seek to help. The Board provides the public face of the organization, and its behavior, and that of individual board members must be exemplary. Board members should make decisions in terms of the public interest and make choices based only on merit. Board members are accountable to the public for their decisions and actions and must submit themselves to whatever scrutiny is appropriate to their office.

Summary of Responsibilities

The primary role of the President of the Board of Trustees is to provide the overall vision and direction for Nizhoni Institute of Midwifery as the school positions itself as a leader in midwifery education. The President of the Board of Trustees is the Chief Executive Officer of the organization. The primary duties of the President of the Board include leading the Board Meetings of Nizhoni Institute of Midwifery, strategic planning and events guidance, facilitating meeting agendas, and guiding the Board through regulatory review processes.

Minimum Qualifications

Must possess a certain level of education, related business, organizational competency with strong interpersonal and communication skills and the ability to work effectively with a wide range of individuals within a diverse community. At times, work may include moderate physical activity and handling of average-weight objects up to 25 pounds. Time Commitment: Approximately 4 - 6 hours per month. When assigned responsibility, it is completed or progress is reported to the Board of Trustees.



Board of Trustees - Chief Executive Officer and President

Position Qualifications

Represents the Board of Trustees of Nizhoni Institute of Midwifery as the President of the Board of Trustees and Chief Executive Officer. Serves as a professional role model for midwifery and the school. Ensures that members of the Board of Trustees are aware of and fulfill their respective responsibilities, comply with applicable laws and bylaws, conduct board business effectively and are accountable for their performance. Prepares for and presides over board meetings, suggests policies and monitors performance of Executive Directors and officers of the Board of Trustees. Suggests agenda items and asks timely and substantive questions. Supports the majority decisions of the Board of Trustees and is accountable to the same. Reads and understands Nizhoni Institute's financial statements. Supports Nizhoni Institute's vision, mission, goals, policies, programs, strengths and needs. Lists Board membership on biographies and curriculum vitae. When attending a meeting/conference, notifies staff regarding issues of interest to Nizhoni Institute.

Duties and Responsibilities

- Provides leadership to the Board.
- Serves on the Board of Trustees for Nizhoni Institute of Midwifery. Board position requires a two-year commitment.
- Assists in planning agendas for Board meetings. An Executive Director, Administrative Assistant or the Secretary of the Board to whom the President delegates this responsibility will prepare and distribute the agenda to the members of the Board of Trustees in advance of the meeting.
- Attends and participates in meetings of the Board of Trustees.
- Presides at Board meetings or delegates another individual to do so if the President is unable to attend.
- Reviews Board minutes for accuracy and votes on the minutes.
- Assists with speaking engagements and written correspondence in situations that require sensitivity to midwifery issues.
- With Board members, rules on employment hiring and firing issues that come before the Board of Trustees.
- Ensures that members of the Board of Trustees contribute.
- Drives discussion toward consensus.
- Provides overall vision and leadership and general oversight for the organization.
- Oversees the implementation of programs and the accomplishment of goals.
- Provides a supportive environment within the Board of Trustees.
- Provides leadership and guides Board members in regulatory review processes.
- Determines composition structure of the Board of Trustees.
- Is available via telephone or email for matters that may arise for the school, employees, Board members, or students of Nizhoni Institute of Midwifery.

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