

Board Member Duties and Responsibilities 2022

The Light Collective's (TLC) mission is to enable patient communities online to develop rights and representation as they adopt new health technologies. Healthcare technology can move faster than our ability to safeguard ourselves from its consequences. We provide tools, resources, and training for online patient community leaders to practice collective self governance, negotiate fair partnerships, and foster good moderation and cyber hygiene practices. For more information, please visit TLC's website at lightcollective.org. The Board supports the work of The Light Collective and provides mission-based leadership and strategic governance.

In general terms, TLC Board members have the following duties:

Before joining The Light Collective Board, members must read our existing [bylaws](#). General duties are:

Duty of Care: A board member must be active in organizational planning and decision making in a way that enables the organization to operate. Board members must exercise reasonable care when they make a decision for the organization. Reasonable care is what an "ordinarily prudent" person in a similar situation would do.

Duty of Loyalty: Board members must not use information or shared work gained through their position for personal gain or gain of other third parties without permission and must not act in ways that limit resources, opportunities, or operations of organization. Board members must avoid conflicts of interest. (See Conflict of Interest Policy)

Duty to Act in Good Faith. The concept of "good faith" generally requires that directors act honestly, with faithfulness to their duties and obligations, and not attempt to take advantage of the organization.

TLC Board Members have the following responsibilities during their term:

Leadership, governance and oversight

- Participating in strategic planning discussions to define strategic focus and the future of the organization.
- Developing, reviewing outcomes and metrics created by TLC for evaluating its impact generally and regularly measuring its performance and effectiveness using those metrics.
- Reviewing the agenda and supporting materials prior to board and the minutes after each meeting.
- Approving TLC's annual budget, audit reports, and material business decisions.

Contributions

Candidates must submit a plan for contributions as part of their candidacy. For example, if fundraising, members must share a plan for outreach to funders and networks, participate in grant writing, organize or engage in fundraisers online, and/or otherwise actively engage in the process of generating funds for TLC.

This board is currently a 100% volunteer operation until grant funding is secured. If grant or fundraising efforts yield enough to bring on staff for a specific project, the board members will set compensation for the project. The Executive Director will hire Directors and Officers.

Outreach, Membership, & Projects

- As a requirement for membership, each new board member must lead at least one project submitted when they apply for board membership in order to advance The Light Collective's [Mission](#).
- Project participation requires the board member to propose a plan for carrying out their project, including metrics to measure impact on The Light Collective's mission. For example, a board member can lead a team to contribute on Github or lead a film project outside of the monthly board meeting. In these examples, the board member is required to outline the scope of that project, and carry out work necessary to accomplish the goals of that project during their term on the board, while reporting on progress during regular meetings.

Board Terms

TLC's Board members will serve a three-year term and be eligible for re-election for one additional term. Exceptions will be made for shorter terms and interim board members which will be approved by the Board President.

Participation

Board meetings will be held monthly (currently on the 3rd Friday of the month at 1 pm PT, 4 pm ET). Board members cannot miss 3 board meetings in the period per original bylaws. Board members can request a leave of absence in writing, which would be approved by the Board President.

Review Disclosures & Separation of Roles

A Financial Conflict of Interest will exist when the Organizational Official or designee determines that a Significant Financial Interest could directly and significantly affect the design, public reputation, conduct, or reporting of Organization.

If the Organizational Official determines that there is a Financial Conflict of Interest that can be managed, they must develop and implement a written management plan so that the role of that member is separated from the conflict. The affected Board Member must formally agree to the proposed management strategies and sign the written management plan before any related PHS sponsored research goes forward.