



# Board Member Opportunities

## Expectations of the board as a whole

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- Upholding the mission and purposes of the organization
- Selecting and evaluating the performance of the CEO/executive director
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring Sync Recovery Community's programs and services
- Enhancing Synchronicity Recovery Foundation's public image
- Assessing its own performance as the governing body of Synchronicity Recovery Foundation, Ltd.

## Expectations of individual board members

Know the organization's mission, policies, programs, and needs:

- Faithfully read and understand the organization's financial statements
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for Synchronicity Recovery Foundation, Ltd to advance its mission
- Leverage connections, networks, and resources to develop collective action to fully achieve SRF's mission
- Give a meaningful personal and/or financial donation
- Help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- Prepare for, attend, and conscientiously participate in board meetings
- Participate fully in one or more committees



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**Governance Committee** is charged with the care and feeding of the board itself. The responsibilities assigned to this committee vary with each board. As a general rule, the Governance Committee is responsible for board recruitment and diversity, orientation, board and director self-assessment, continuing education, and board management.

#### **Experience and Skills**

- Have a diverse range of backgrounds and a variety of experiences
- Are active in the community and in a wide range of circles
- Understand human dynamics and relationship building
- Have experience with organizational development
- Are respected by the board
- Know the organization well
- Are knowledgeable of good governance practices
- Are willing to question present practices
- Can leave personal agendas behind
- Have experience in group performance evaluation

**Finance Committee** oversees staff's preparation of annual and program budget and the performance of the foundation in meeting its budgeted revenues and expenses, future sustainability and growth.

#### **Experience and Skills**

- Oversee organizational financial planning
- Monitor that adequate funds are available for the organization
- Safeguard organizational assets
- Draft organizational fiscal policies
- Anticipate financial problems
- Ensure the board receives accurate and complete financial information for review
- Help the rest of the board understand financial statements and the general financial situation of the organization
- Make sure federal, state, and local reporting takes place
- Sustain the committee itself
- Comfortable talking about money and finances with others

**Advocacy and Program Committee** is responsible for ensuring these programs are in line with the mission, advocating the need for Sync programs to current and potential stakeholders, and assisting the development of strategic relationships.

#### **Experience and Skills**

- Can communicate effectively and enthusiastically about the organization's mission
- Are knowledgeable about the organization and its community and constituencies
- Have community connections and networks
- Have good people skills and engaging personalities
- Have access to individual, corporate, or foundation resources
- Radiate confidence and trust
- Have fundraising and/or marketing experience

## **Sync Recovery Community**

### **OFFICE**

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Ottsville, PA 18942

### **MAILING ADDRESS**

PO Box 294,  
Riegelsville, PA 18077

## — OUR MISSION —

*To provide action-based peer support for individuals affected by substance use disorders through activities and events that are gratifying, FUN and inspirational.*

*Using our Four Core Components of a healthy recovery lifestyle (social • spiritual • service • health), Sync Recovery Community's events facilitate dynamic programs that connect individuals from diverse backgrounds, while providing participants with opportunities to choose multiple pathways to recovery.*

*We provide stress-free environments where individuals are inspired to make new discoveries and create healthy relationships.*

For More Information:

**SyncRecovery.org**

(215) 892-3658

info@syncrecovery.org

Sync Recovery Community's events and programs are administered by Synchronicity Recovery Foundation, Ltd. The foundation is a 501(c)(3) public charity as described in the US Internal Revenue Code. Synchronicity Recovery Foundation, Ltd is not a treatment provider or government agency, and does not provide clinical services.

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