

Christie's Place – Board Member Role Description

About Christie's Place

Christie's Place is a San Diego–based nonprofit dedicated to empowering **women, children, families, and individuals impacted by HIV/AIDS** through comprehensive social services delivered in a safe, supportive, and trauma-informed environment. The organization provides bilingual integrated services, including case management, peer navigation, benefits counseling, education, family support, emergency food, and leadership empowerment programs. Christie's Place works to address disparities in healthcare access and outcomes among communities disproportionately affected by HIV, prioritizing women and families living at or below the poverty line.

Position: Member, Board of Directors

Role Summary

Board members serve as fiduciaries and strategic stewards, guiding Christie's Place toward a sustainable future by ensuring sound governance, ethical leadership, financial oversight, and advocacy for its mission. As volunteers, board members provide foresight, oversight, and insight—supporting long-term organizational health while staff manage day-to-day operations.

Key Responsibilities

1. Mission & Strategic Leadership

- Uphold and champion Christie's Place's mission to empower women, children, and families impacted by HIV/AIDS.
- Participate in setting organizational strategy and long-range direction.
- Monitor organizational performance against strategic goals and community needs.
- Ensure programs remain aligned with trauma-informed, gender-responsive, and culturally appropriate service delivery.

2. Governance & Ethical Oversight

- Fulfill the legal duties of care, loyalty, and obedience, ensuring prudent use of all resources and adherence to mission.

- Ensure compliance with federal, state, and local requirements, including IRS regulations for nonprofits.
- Maintain and enforce conflict-of-interest policies.
- Participate actively in board meetings, committees, and organizational decision-making processes.

3. Financial Stewardship

- Oversee Christie's Place's financial health, budgets, and resource allocation in partnership with the Executive Director.
- Review and approve annual budgets, audits, and financial reports.
- Ensure adequate resources to support program delivery and organizational sustainability.

4. Resource Development & Fundraising

- Participate in fundraising by giving personally at a meaningful level and engaging networks to support the organization.
- Advocate for Christie's Place in the community, cultivating donor, partner, and stakeholder relationships.
- Support grant initiatives and resource development strategies that maintain and expand services.

5. Advocacy & Community Engagement

- Serve as an ambassador for Christie's Place in San Diego and beyond, promoting awareness of HIV/AIDS issues and the organization's programs.
- Advocate for improved access to care, reduced stigma, and equity for communities disproportionately affected by HIV.
- Strengthen partnerships with community organizations, healthcare providers, and social service agencies.

6. Executive Director Support & Oversight

- Participate in hiring, supporting, evaluating, and when required, transitioning the Executive Director.
- Collaborate with leadership to ensure alignment between governance and operations.

7. Board Development

- Assist with board recruitment, orientation, and evaluation to maintain a diverse, skilled, and engaged board.
 - Commit to ongoing learning about nonprofit governance, HIV/AIDS issues, equity, and trauma-informed practices.
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Qualifications

- Commitment to the mission and values of Christie's Place, including equity, cultural humility, and trauma-informed practice.
- Experience in one or more areas: nonprofit governance, healthcare, HIV services, social work, law, finance, community advocacy, public health, or fundraising.
- Willingness to serve as an active ambassador for the organization.
- Ability to commit the necessary time for board meetings, committee work, and organizational events.
- Excellent communication, collaboration, and ethical judgment.