



KANSAS CITY
FREE EYE CLINIC

Prospective Board Member Information Packet

About Kansas City Free Eye Clinic

Founded in Oct 2008, The Kansas City Free Eye Clinic has been providing reliable, high quality vision services to people for whom this has been out of reach. We believe that eye care is just as important as our primary health care needs and it contributes to a lifetime of positive opportunities at school, work, and play. Our focus is on providing preventive eye care that ensures a lifetime of healthy eyes while also contributing to the short-term joy of clear vision through eyeglasses.

Services are provided by volunteer eye doctors, technicians, opticians, and health care students like medical students who find time in their busy schedules to provide their expertise. If we can't help someone with our optometric services which include a comprehensive eye exam and glasses, we'll refer them to an ophthalmologist for further evaluation.

The People we help

Not every patient looks the same. Our patients are people experiencing poverty and homelessness for the first time after losing their livelihoods or chronically without shelter. Their eyeglasses help them safely navigate their environment and our reading glasses contribute to their joy when reading books. Our patients may be children in school and squinting to see the board or worse, borrowing a caregiver's pair of glasses. They might be adults enrolled in literacy programs learning to read and write for the first time. For everyone, good vision is crucial to their ability to learn, get around, maintain employment, and afford food and housing.

Our values

- *Integrity:* KC FEC accepts public support and it is crucial to uphold trust. We conduct *business in a way that is honest, transparent, and ethical.*
- *Excellence:* We want to show the world that we are not only pursuing something important, but that we are doing it well. We strive to cultivate and invest in our staff. We set tangible goals for the organization and are committed to delivering above and beyond what is expected.
- *Community:* To be successful, we must collaborate with other agencies and partners in the community. We can accomplish more if we attempt to complement the existing resources available in the community rather than duplicate them.
- *Good Stewardship:* We will be responsible stewards of funds and resources and show the return on these gifts. Our standards for financial procedures and internal controls are there so we can meet or exceed our donor and volunteer expectations.

Board expectations

Boards provide governance and critical capital – intellect, reputation, resources, and access – to power nonprofit success and strengthen communities. The board balances its role as an oversight body with its role as a force supporting the organization.

We've structured our board commitments after examining what makes exceptional boards work well. Here is a summary of those commitments that encompass the most important roles of board members: governing, sustaining, and serving as our brand ambassadors.

- Member terms are two years long and members may serve for three consecutive terms (total six years)
- Serve on one of three or more committee(s) for your term
 - *Governance*: recruits new members, evaluates board performance, commitments, and engagement, and oversees strategic planning and organizational outcomes
 - *Internal Affairs*: oversees financial, legal, risk management, evaluation of staff performance
 - *External Affairs*: sets development and fundraising goals, assists with communications and marketing plans
- Additional Temporary Task Forces may be set up for projects such as audits, campaigns, nominating, etc.
- Board meetings occur monthly and members are expected to attend at least 1/2 of scheduled meetings as well as actively participate among their committee(s)
- Accept fiduciary responsibility for the organization, oversee its financial health & integrity, and participate in development efforts to ensure that we have the resources to meet the mission
- "Give/Get:" Commit to a personal contribution that is significant to you, pledge to increase public support through targeted asks and major gifts from corporate sponsors, and seek in-kind goods & services
 - Members are expected to provide a monthly recurring donation in support of promoting cash flow as well as to major fundraisers
- Participate in fundraisers and/or host small receptions to increase awareness and raise funds
- Commit to increasing your skills as a board member by utilizing board resources for self education, learn about the organization's mission and programs, and promote our work

Board support

Board members will be supported from start to finish through a recruitment process that includes an orientation and board buddy for the first year, mid-year check-in, peer board evaluation, and ongoing social activities.

We also utilize a board portal called Boardable to simplify board work, remain accountable, and govern more effectively. Finally, the personal assets of board members are protected through a Directors & Officers liability policy.

Board recruitment process

- If you have questions before you apply, please contact us! We can provide you with contact information to answer any additional questions you may have.
- To apply, please fill out the online form [HERE](#)
- A senior board member and Executive Director will meet with you for a tour and chat about current and future needs and answer any more questions you may have
- Our board will vote on a slate of candidates and notify you of their decision
- New members will join, meet other members, and attend a new member orientation

Commitment to board diversity

We commit to creating an organization that welcomes and cultivates diversity in our board selection, hiring of staff, and volunteer recruitment. We strive to ensure these positions reflect the makeup of our community, are representative of our patient needs, and we will actively seek representation of minority voices so we can provide culturally competent services to a myriad of different patient backgrounds. As a small and early term board, board diversity is a work in progress at KC Free Eye Clinic - we are aware of the room to grow and welcome it.