



Lake Jackson
Emergency Medical Service

10 Oak Drive Suite B
Lake Jackson, TX 77566

JOB TITLE: Volunteer Board Member **REPORTING TO:** Board President
FLSA STATUS: N/A **DIVISION:** Board of Directors

SUMMARY:

Lake Jackson Emergency Medical Services (LJEMS) is a reputable 501(c)(3) nonprofit organization dedicated to providing emergency medical services to the City of Lake Jackson and its extraterritorial jurisdiction (ETJ). As a volunteer board member for LJEMS, you play a crucial role in guiding the organization towards its mission and vision. Board members provide strategic direction, oversight, and support to ensure LJEMS continues to fulfill its commitment to the community. This position offers a unique opportunity to contribute to the overall success and impact of LJEMS while promoting the health and well-being of our community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Governance and Oversight:
 - Actively participate in regular board meetings, provide input, and make informed decisions on LJEMS policies, programs, and strategic direction.
 - Ensure compliance with applicable laws and regulations governing emergency medical services.
 - Provide oversight and guidance to ensure that LJEMS activities align with its mission and values.
2. Strategic Planning:
 - Collaborate with fellow board members and executive leadership to develop and implement strategic plans that align with LJEMS's mission and goals.
 - Evaluate the effectiveness of existing programs and propose innovative solutions to enhance service delivery.
3. Financial Stewardship:
 - Contribute to the development and oversight of LJEMS's annual budget, ensuring transparency and accountability.
 - Monitor financial performance and make recommendations to address any concerns.
 - Review financial reports and ensure fiscal responsibility and accountability.
4. Fundraising and Community Relations:
 - Actively participate in fundraising initiatives and community outreach events to support LJEMS's financial sustainability.
 - Cultivate relationships with community stakeholders, donors, and partners.
5. Advocacy and Public Awareness:
 - Advocate for LJEMS's mission and objectives within the community and at relevant public forums.
 - Promote public awareness of LJEMS services and initiatives.

KNOWLEDGE, SKILLS & ABILITIES

1. Emergency Medical Services Understanding:
 - Familiarity with the principles and challenges of emergency medical services.
 - Knowledge of relevant laws and regulations, governing healthcare, and emergency services.
2. Programmatic Support:
 - Provide input and guidance on the development and evaluation of programs and services.
 - Offer expertise and support in areas relevant to the organization's mission.

3. Leadership and Governance:
 - Understanding of nonprofit governance and experience, serving on boards or committees.
 - Strong leadership skills with the ability to collaborate effectively with diverse stakeholders.
4. Financial Acumen:
 - Experience in fundraising and resource development.
 - Ability to understand and analyze financial statements and budgets.
5. Community Engagement:
 - Excellent communication and interpersonal skills.
 - Experience in community engagement and relationship building.

QUALIFICATIONS:

- *Clear Background Check:* Must undergo and pass a clear background check to ensure the safety and integrity of LJEMS.
- *Not on Inspector General's Exclusionary List:* Must not be listed on the Office of Inspector General's exclusionary lists to ensure compliance with legal and ethical standards.
- Commitment to the mission and values of LJEMS.
- Demonstrated leadership experience in a nonprofit, healthcare, legal, financial, human resources, or related field.
- Knowledge of emergency medical services, healthcare administration, or relevant areas is preferred, but not required.
- Financial literacy: Understanding of financial statements and budgeting processes.
- Excellent communication, collaboration, and problem-solving skills.
- Availability for regular board meetings and committee involvement.

TIME AND TERM COMMITMENT:

- Board members are expected to commit at least six (6) hours per quarter, including board meetings, committee work, and occasional special events.
- Board members are expected to serve a term of three (3) years, with the possibility of reappointment for additional terms based on mutual agreement and the needs of LJEMS (3-term maximum). The commitment involves attending regular board meetings, participating in committee work, and dedicating time to support LJEMS initiatives.

PHYSICAL REQUIREMENTS:

- This position has no physical requirements.

COGNITIVE FUNCTIONS:

- Personal maturity and sound judgment are important attributes. Must be able to communicate effectively to the administrative team and interact with people at all levels within the company. Requires the ability to analyze, evaluate, compare, and compile information, and the ability to coordinate, communicate, and instruct.

TYPICAL WORK ENVIRONMENT:

- Clerical, non-hazardous.