



Board Member Job Description

About PEER Services

Our mission is to reduce the harms of substance use, addiction and stigma by engaging youth and adults with innovative prevention programming and by supporting people on their path to recovery through holistic, evidence-based treatment. We provide affirming services to all in need, regardless of their ability to pay.

Founded in 1975, PEER Services has grown into the leading outpatient substance use treatment provider for people with low incomes in Northern Cook County, including Evanston, Maine, New Trier, Niles and Northfield Townships and the north side of Chicago. We are also recognized for excellence in serving adolescents through our early intervention and treatment programs. We use a harm reduction approach to treatment and recovery.

Responsibilities of the Collective Board

As the highest leadership body of PEER Services, Inc. and to satisfy its fiduciary duties, the PEER Services Board of Directors is responsible for:

- Determining the mission and purposes of PEER Services
- Selecting and evaluating the performance of the Executive Director
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring PEER Services' programs and services
- Serve as a PEER ambassador in the community
- Assessing its own performance as the governing body of PEER Services

Individual Board Member Qualifications

PEER Services seeks to grow our board with a diversity of experiences, backgrounds and viewpoints. In addition to a commitment to PEER Services' mission and strong analytical skills, ideal candidates live or work in one of the communities in Northern Cook County served by PEER Services and have expertise in one of the following areas:

- **Priority Areas of Experience:** Healthcare and Public Health, Clinical Social Work or Counseling, Education, Youth Development, Human Resources, Marketing, Communications, Technology, Lived Experience with Substance Use and Recovery.
- **Additional Desired Areas of Experience:** Fundraising, Community Outreach, Nonprofit/Business Operations, Finance or Accounting and Law.



Individual Board Member Responsibilities

Each individual Board member is expected to:

- Know PEER Services' mission, policies, programs, and needs
- Prepare for, attend, and participate in Board meetings, Committee meetings for those committees on which a Board member serves, and any other meetings intended for Board member participation
- Participate in at least one Committee or Task Force
- Faithfully read and understand PEER Services' financial statements
- Keep informed; know what's going on; ask questions; request information; make decisions based on careful consideration of facts/relevant data
- Solicit funds, participate in fundraising campaigns, and open doors for others to raise funds on behalf of PEER Services
- Contribute a personally meaningful financial donation to the organization annually;
- Serve as an advocate and ambassador by sharing the organization's mission and work and leveraging connections, networks and resources to support the organization's goals.
- Maintain confidentiality with respect to all internal matters of PEER Services
- Disclose any potential or actual conflicts of interest a Board member may have in accordance with the annual conflict of interest statement signed by the Board member

Board and Committee Meetings

Board meetings are generally held eight times per year and generally start at 6:30 and end at approximately 8:30 pm. Meetings take place in our Evanston office with a hybrid option for those unable to attend in person.

Currently, the board has three standing committees – (1) Audit and Finance, (2) Board Development and Governance and (3) Executive Committee – and a Strategy Task Force that meets as needed to support management with strategy development. The Board will establish additional standing committees including a Marketing Committee and a Fund Development Committee as needed. Committees typically meet between Board meetings.

Contact

Please contact Executive Director Noy Frial-Lopez at nfrial-lopez@peerservices.org to express interest or learn more about becoming a PEER Services board member.