

### **The Psychotherapy Institute (TPI) Board Member Responsibilities**

The Board of Directors (here after referred to as the Board) is responsible for all of TPI's corporate and business affairs. In conjunction with the Executive Director, the Board develops TPI's strategic and business plan. The Board holds a fiduciary responsibility for TPI; as such, it is responsible for the financial well-being of the organization. Additionally, it provides general leadership for the organization, especially with regard to identity, values, mission and interface with the greater community.

Members of the Board serve as ambassadors for TPI. They are called upon to reflect TPI's mission to the membership and the larger community. As such, they participate in outreach to new and existing members, welcoming them into our community and listening to their concerns and experiences in relation to the organization and its activities. Any concerns are then shared with the Executive Director and/or the Board President for further reflection and action as needed. In this way, Board members facilitate dialogue between TPI's membership and the Board.

**Board Membership:** Officers (President, Vice President, Secretary, Treasurer, Board Development and Leadership Chair (BDLC) and alternating years, a President Elect or Past President), Chair of DEI Committee and 5-7 Members-at-Large.

**Board Meeting Time:** 2<sup>nd</sup> Friday of each month, 4-6 pm; for Board Officers an additional one-hour meeting on a monthly basis is often arranged based on scheduling.

#### **Additional Meetings:**

- 1) Board Retreat scheduled annually based on Board members' availability
- 2) Annual Leadership Dinner -2<sup>nd</sup> Friday in January after the Board meeting from 6pm-8pm
- 3) TPI Annual Meeting scheduled in June
- 4) Board Sponsored events (e.g., Donor Appreciation Event, Annual Holiday Party, etc.)

#### **Qualifications:**

- 1) Interest in the tasks and functions of the Board
- 2) Commitment to the mission and core values of the Institute
- 3) One year post-graduation for all graduates of TPI training programs.
- 4) Willingness to participate and contribute to one or more of the following Board functions: review of personnel, fundraising, leadership development, membership outreach and community outreach
- 5) Personal commitment to cultural humility (See section at the end of this document for a description of how we understand this).
- 6) Willingness and ability to handle conflict and differences of opinion in a productive and professional manner.



- 7) Willingness to participate in Board sponsored trainings, including for example on: diversity, budgeting, fundraising, sexual harassment, etc.
- 8) Expertise necessary for selected Board offices

**General Responsibilities:**

- 1) Attend Board meetings and Board sponsored events
- 2) Serve on a Board Committee: Personnel, Board Development and Leadership, DEI, and/or Development
- 3) Share in the work of the Board by working on Board projects (e.g., planning the annual meeting and holiday party, retreat planning, fundraising activities, etc.)
- 4) Outreach to potential and new TPI members
- 5) Board members are encouraged to attend TPI sponsored events to facilitate Board liaison with the TPI membership
- 6) Review and approve the budget
- 7) Members-at-Large are asked to take a leadership role in one or more Board projects or activities (e.g., liaison to new members, annual meeting planning, retreat planning, etc.)

**Term:**

- 1) Officers (with the exception of the BDLC): 2 years with the option of continuing for a 3<sup>rd</sup>, subject to the endorsement of the BDLC
- 2) BDLC Chair and Members-at-Large: 3 years
- 3) The maximum number of consecutive years any member may serve on the Board is 9 years

**Financial Obligation:** We are grateful for the dedication and hours of service our members and especially our Board members give to TPI. As a largely volunteer-based organization, we are proud of how much we are able to achieve. However, to continue to maintain our offerings and to continue to grow as an inclusive organization, we need ongoing funding. As a result, we believe it is important that Board members participate in cultivating a philanthropic culture at TPI. We therefore ask that Board members not only maintain their membership in the organization, we also strongly encourage all Board members to make a personally significant donation to TPI annually. Full Board participation in financial giving (regardless of amount donated) is highly regarded by external funding sources and therefore better positions us to receive grants and other larger donations. We recognize that access to money and wealth are influenced by many personal and socio-political pressures and realities. We respect the choices our members make regarding money and hold all donations with the utmost gratitude and confidentiality.

**Cultural Humility**

TPI is committed to realizing our mission of being an inclusive community. In order to do that, we need to attend to oppression and privilege - including the implicit and explicit forms in which power imbalances surface and operate within the organization. We believe a key to this is cultivating and bringing cultural humility to all of our interactions and decision making processes. We understand cultural humility as:



Both intrapersonal *and* interpersonal in nature. Intrapersonally, cultural humility involves a *willingness and openness to reflect on one's own self as an embedded cultural being*, being aware of personal limitations in understanding the cultural other and guarding against forming culturally unfounded, automatic assumptions; interpersonally, cultural humility involves being *open to hearing and striving to understand aspects of the other's cultural background and identity*. (Watkins and Hook, 2016, p.490)

Together the intrapersonal and interpersonal aspects of cultural humility translate into being respectful of others; genuinely curious and interested in the other's perspective; when possible not making assumptions, and when they surface being willing to question them; and maintaining a stance committed to equity.

### **Reference**

Watkins, E. C. and Hook, J. N. (2016). On a culturally humble psychoanalytic supervision perspective: Creating the *cultural third*. *Psychoanalytic Psychology*, 33(3), 487-517.