



WMSBF BOARD OF DIRECTORS JOB DESCRIPTION

TITLE: Member, Board of Directors

ROLE: Establish policies for the care and conduct of the organization operations, including those that promote sound planning and fiscal responsibility.

TERM: Two years, beginning in June and ending in May

MEETING ATTENDANCE:

Scheduled – Board and Committee Meetings
Occasional – Programs and Special Events;
Events of Other Organizations (as requested to represent the organization)

RESPONSIBLE TO: President, WMSBF Board of Directors

RESPONSIBILITIES:

- Establish policies for administering programs and services that are in harmony with the mission of the organization. Refrain from becoming involved in operational or administrative detail.
- The Board of Directors employs the WMSBF Director and his/her staff.
- Assure leadership of fund development efforts.
- Be a meaningful financial supporter of the organization at the appropriate level.
- Mobilize volunteer and staff resources for active participation in projects and fundraising.
- Monitor the financial affairs of the organization to assure that they are conducted on a responsible basis in accordance with established policy.
- Monitor the stewardship of the property of the Organization in order that it is protected and is properly maintained.
- Plan for the future.

SPECIFIC DUTIES OF A BOARD MEMBER:

- Attending board and committee meetings regularly and on time; reviewing and becoming familiar with agenda, materials and topics in advance of the meeting; contributing knowledge and express points of view based on experience, considering other points of view, making constructive suggestions, and helping the Board make group decisions that reflect the best thinking of the total group.
- Make decisions and take actions based on the principles of reasonable prudence; acting in good faith, for the well being of the organization.
- Represent the organization at community events, with other organizations and with individuals, facilitating connections that maintain and promote mutually supportive relationships.
- Assume leadership role in strategic program initiatives relevant to individual interests.
- Stay informed about the organization's programs policies and services.
- Be informed about the needs of the community, society and the organization constituents.
- Avoid any and all conflicts of interest.