



Draft Board Member Job Description

Title: Member, Board of Directors

Reports to: Board Chairperson

Purpose: To serve the public interest by participating in the board's efforts to effectively pursue its mission; to develop policies and procedures to govern the operations of WFS; and to monitor WFS finances, programs, and performance.

Term: Three years (with the option of renewing)

Individual Board Member Duties and Obligations

- Attend board and committee meetings
- Demonstrate commitment and provide support to the organization's staff through engagement and attendance at WFS events and activities
- Be an ambassador of WFS to the public, businesses, donors, and the community
- Educate yourself about the programs of WFS
- Assist in recruiting new board members
- Actively participate in fundraising activities
- Make a commitment to a \$5,000 Give or Get by making personal financial gift each year (the amount is to be determined by the board annually), and/or influence another to give
- Contribute skills, knowledge and experience, as appropriate
- Assume leadership roles in board activities, as appropriate
- Follow conflict of interest and other organizational policies
- Be well-informed and prepared for meetings
- Be open to diverse perspectives

Expected Meeting Attendance

- Regularly scheduled board meetings -- the board meet quarterly in March, June, September, and December.
- Meetings of committees and task forces on which you serve (varies depending on the committee)
- Board retreats, planning sessions, and board development workshops (scheduled as needed)
- Organizational events



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Board of Directors' Collective Responsibilities

Meet the needs of members and constituents. WFS is dedicated to the prosperity of women and girls of color in the South. It exists to build their health, wealth, and power. Every board decision should be guided by how its actions will help WFS better achieve its mission and have a greater impact.

Ensure appropriate organizational management and leadership: Select, supervise, evaluate and if necessary, terminate the President & CEO.

Establish policies and organizational goals for the President & CEO to implement and achieve. A key board responsibility is supporting the President & CEO to lead the organization, achieve its goals and fulfill its mission. Expect feedback and regular communication from the President & CEO on WFS' performance, and then evaluate her work. An effective board and President & CEO partnership is vital to the organization's success.

Support the staff with expertise and skills when they are sought. Your personal skills, knowledge, and talents are valuable to the organization. Board members' expertise and knowledge provides the organization with valuable in-kind "consulting" support as well as an extra set of hands when needed. All experiences, skill sets, and talents are equally valued and can be utilized in the organization.

Engage in strategy development and planning. Acting as a team, board members adopt strategies that guide the future direction of the organization and monitor implementation of those plans.

Ensure the organization has adequate financial resources and that funds are responsibly spent. The board's fiduciary responsibilities require regular financial assessment to ensure that there are sufficient resources to implement the organizations' goals and meet obligations, and that they are allocated toward agreed upon strategies for impact.

Ensure board meetings are adequately attended. Ensure that every meeting achieves quorum, so board decisions are not delayed, and the work of the board is not impeded.