



## Women's Foundation of the South Board Member Job Description

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- 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.
- Stay informed about WFS programs, initiatives, and impact.
- Assist in recruiting new board members.
- Actively participate in fundraising activities.
- 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.
- Board members are expected to make a meaningful personal financial commitment to WFS each year and prioritize the Foundation as one of their top three philanthropic commitments. This includes participating in a Give or Get model by making a personal contribution and leveraging contributions from their network. Since its inception, WFS has maintained 100% board giving, with an average annual contribution of \$1,000 per member. Board members may also receive soft credit for funds raised through their outreach efforts.

### Expected Meeting Attendance

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

## **Board of Directors' Collective Responsibilities**

**Meet the needs of members and constituents.** WFS is dedicated to the prosperity of women, girls, and gender expansive people 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 provide 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.

For more information about board service or to submit a resume for consideration, interested candidates may reach out to Jess Santos at [jess@womensfoundationsouth.org](mailto:jess@womensfoundationsouth.org).