

Member of the Board of Directors

Job Description and Expectations

The Columbia Slough Watershed Council (Council) is a 501 c-3 nonprofit organization with a mission to protect and enhance the Columbia Slough and its watershed through community engagement, education, and restoration. The Council's Board of Directors has a responsibility to advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Columbia Slough Watershed Council to support the organization's mission and needs. All members of the Board of Directors are considered council ambassadors.

Expectations for Board Service

- A demonstrated commitment to the Council's mission and goals.
- Support the Council's anti-oppression and anti-racist practices and culture.
- Desire to learn about the intersection of community wellness and the environment.
- Act as an ambassador of the Council in the community.
- Participate in board fundraising activities and make financial contributions to the Council to the best of one's ability.
- Participate in the formulation and oversight of policies, strategic goals, and financial health.
- Willingness to expand knowledge or board responsibilities through orientation and ongoing training.
- Member of the watershed community, including (but not limited to): government agencies or departments, private business, residential, scientific, academic, education, Tribal, neighborhoods, environmental conservation, and at-large members.
- Ability to commit to a three year term.
- Specific experience and/or knowledge in at least one area important to individual Board responsibilities as described below.
- Time commitment of 4-8 hours per month on average (refer to details in Board terms, participation, and time commitment section below).

General Responsibilities

Individual members of the board share the following responsibilities while acting in the interest of the Council.

Board functions

- Regularly attend board meetings and be well-prepared for meetings by reviewing the agenda and associated board information packets in advance.

- Participate on a standing committee of the board, and serve on ad-hoc (temporary) committees as feasible.
- Volunteer for assignments related to board duties, and organizational programming.

Oversight

- Ensure strong fiduciary oversight and financial management of the organization, including approving annual budgets and regularly reviewing financial reports.
- Help to manage and maintain properties and investments the Council possesses.
- Participate in ensuring that the Council's operations, legal structures, and administrative systems are adequate and appropriate.
- Help to ensure that the Council and its board members meet all applicable legal requirements.
- Assess the Board's performance as the governing body of the organization.

Strategy and Planning

- Participate in organizational strategic planning.
- Review and understand the Council's strategic and JEDI plans.
- Participate in evaluations of the Council's programs and operations to ensure alignment with the mission and furtherance as an anti-oppression organization.
- Support implementation of programmatic objectives by representing the Council at events, and volunteering time or expertise.

Community Relations / Public Outreach

- Help to promote the Council's mission and programs, including serving as an ambassador to the community.
- Ensure that the Council's programs and services appropriately address community/constituents needs.
- When appropriate, leverage one's connections, networks, and resources to support the Council and its mission in its fundraising and reputational standing.
- Promote cooperative action with other organizations, including activities and occasions when the Council would benefit from taking part, such as in coalitions, etc.

Board Membership

- May include recruiting and orienting new board members, training, evaluating and recognizing existing board members and providing board members with opportunities to grow and develop as leaders.
- Support, and evaluate the Executive Director, including ensuring annual performance reviews occur and provide on-going assistance as requested by the Executive Director.

Development

- Serve as an advocate and ambassador for the Council to help secure the financial resources and partnerships necessary to advance its mission and implement its work.

- Participate in fundraising activities based on the individual's skills and background. Work with the Executive Director and Development staff (if available), to identify potential development activities and set fundraising goals. Some examples include: direct solicitation of financial contributions; help to organize fundraising events; host a house party; introduce leadership to potential donors; encourage friends and family to give to the Council through programs like Fred Meyer Rewards or Amazon Smile; connect your employer or other businesses to workplace giving options; write appeal letters or thank you notes to select donors.
- Give personal financial donations to the Council in a manner commensurate with one's ability.

Board terms, participation, and time commitment

- Board members serve a three-year term. A Council representative may be reelected for additional terms without limitation, pending approval of the board.
- Board members are asked to commit 4-8 hours per month, on average, distributed between board and committee meeting preparation and attendance, events, and training.
- The Board of Directors typically meets at 5:30pm the fourth Monday every other month, except when it conflicts with a legal holiday. Meetings last 2 hours and are subject to change based on member availability.
- Committees typically meet monthly. Committees include: Executive, JEDI, Development, & Land Use. Temporary (ad-hoc) committees may form and meet frequently for a short period of time (For example, the Henrietta Awards Committee, Paddle Team, Board Recruitment, Building).
- Board members are required to participate in group training that is organized by and for the Board, on JEDI issues (typically twice/year).