

Member of the Board of Directors

Job Description and Expectations

v. March 9, 2021

Approved by Council Board March 15, 2021



The Columbia Slough Watershed Council (Council) is a 501c-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 as a whole has a responsibility to advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Columbia Slough Watershed Council so as to support the organization's mission and needs. All members of the Board of Directors are considered Council Representatives.

Expectations for Board Service

- A demonstrated commitment to the organization's mission and goals, including to anti-oppression and anti-racist practices and culture.
- Represent and promote the organization to the community.
- Participate in board fundraising activities and make a financial contribution to the organization to the best of one's ability.
- Provide organizational leadership and advice, including in the formulation and oversight of policies, strategic goals, and financial health.
- A willingness to expand knowledge or board responsibilities through orientation and ongoing training.
- Representative of a key aspect or segment of the population of the watershed community: government agencies or departments; private business; residential; scientific, academic, or education; Tribal; neighborhoods; environmental conservation; At Large
- 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.

General Responsibilities

Individual members of the board share the following responsibilities while acting in the interest of the Columbia Slough Watershed 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 approve annual budgets and regularly review financial reports.
- Manage and maintain properties and investments the organization possesses.
- Ensure that the organization's operations, legal structures, and administrative systems are adequate and appropriate.
- Ensure that the organization and its board members meet all applicable legal requirements.
- Assess its own performance as the governing body of the organization.

Strategy and Planning

- Participate in organizational strategic planning.
- Review and understand the organization's strategic, JEDI, and annual work plans.
- Participate in evaluations of the organization'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 organization at events, and volunteering time or expertise.

Community Relations / Public Outreach

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

Human Resources

- Board membership, which includes 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.
- Select, support, and evaluate the Executive Director, including ensuring annual performance reviews occur and provide on-going assistance as requested by the Executive Director.

Development

- Give a personal financial donation to the organization each year in a manner commensurate with one's ability.
- Serve as an advocate and ambassador for the organization 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.

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 four to ten hours per month, on average, distributed approximately as follows:
 - 3-4 hours: Board meeting preparation and attendance
 - .5-3 hours: Committee meeting preparation and attendance
 - .5-3 hours: special requests, Board trainings, volunteering at Council events, other
- The Board of Directors typically meets the fourth Monday of each month, except when it conflicts with a legal holiday, in which case it is usually held on the third Monday of that month. Meetings last 120 minutes and start at 5:30 pm.
- The Executive Committee meets monthly. Other standing committees of the board meet quarterly (four times per year), unless their respective work agenda requires a different schedule. Ad-hoc or temporary committees may meet frequently for a short period of time.
- Board members are asked to participate in group training that is organized by and for the Board, on issues of equity, diversity, justice, and inclusion (typically one/year).