

Whidbey Community Foundation

Our mission is to provide support for the nonprofit sector, to assist donors to build and preserve enduring assets for charitable purposes, to meet community needs through financial awards, and to promote creative dialogue on issues affecting Whidbey Island.

Board Member Role Description

Approved 2/1/17

Responsibilities

The Board of Directors is a group of volunteers that as a whole has the overall responsibility for governing the Whidbey Community Foundation. The Board is ethically, legally, and fiscally responsible for all activities of the Foundation with special emphasis on:

- resource development and fundraising
- fiscal oversight
- strategic planning
- communications and public relations
- human resources and operations

Board members are expected to attend regularly scheduled board meetings. Terms are three years in length and members may serve up to three terms of service.

Board members share responsibilities in these key areas:

- Resource Development and Fundraising
 - Ensuring adequate resources to achieve the organization's mission and implement the organization's programs and projects.
 - Participating in fundraising activities based on the individual's skills and background.
- Fiscal oversight
 - Ensuring the financial accountability of the organization and that appropriate policies are in place.
 - Overseeing an ongoing process of budget development, approval and review.
 - Effectively managing all organizational assets, including properties, investments, reserve funds and grant awards.
- Strategic Planning
 - Defining and reviewing the organization's mission and goals on an annual basis.
 - Planning for the organization's future on a long-term basis.
 - Deciding which services the organization will provide.
 - Evaluating the organization's functioning on a regular basis.
- Public Relations
 - Ensuring that the organization's services appropriately address our constituents' needs.
 - Promoting the organization to the general public, including serving as an ambassador of the organization whenever appropriate.
 - Promoting cooperative action with other community institutions, including activities and occasions when the organization should take part in joint fundraising or other collaborative ventures.

- Human Resources
 - Selecting, evaluating, supporting and, if necessary, terminating, the Executive Director.
 - Enhancing board membership, including 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.
 - Developing and reviewing personnel policies, including setting policy regarding salaries, benefits and grievance procedures.
 - Encouraging volunteer involvement, which includes setting policy regarding how the organization utilizes, recognizes and honors its volunteers.
- Operations
 - Ensuring that the organization's administrative systems and infrastructure are adequate and appropriate.
 - Ensuring that the board's operations are adequate and appropriate.
 - Ensuring that the organization, its board and its staff meet all applicable legal requirements.

Requirements for Board Service

- A demonstrated commitment to the Foundation's mission and goals.
- Willingness to participate in Foundation fundraising activities and make a personally meaningful financial contribution to the Foundation.
- Specific experience and/or knowledge in at least one of these areas: resource development/fundraising, financial management, philanthropy, communications, human resources, strategic planning, nonprofit community, nonprofit management.
- Willingness to represent the organization to the public.
- An average of four to eight hours per month of service time to the Board
- Participation in at least six board meetings each year, in person or by phone, as well as a retreat if one is held.
- Ability to work respectfully, cooperatively, and collaboratively with others, including diverse groups of people.
- Sense of humor.