



## **BOARD MEMBER JOB DESCRIPTION**

**Title:**

- Member, WFHS Board of Directors

**Reports to:**

- Governance Committee

**Term:**

- Three-year term

**Expected Meeting Attendance:**

- Attend and actively participate in scheduled board meetings
- Participate as an ad hoc committee member if appointed
- Attend and participate in special events as needed
- Attend regularly scheduled board meetings (4 per year and conference call meetings as needed)
- Meeting locations to be determined by the board

**Obligations of the Board:**

- Establish policy
- Monitor finances
- Have access to and receive and respond to electronic correspondence
- Maintain an individual membership

**Specific Duties:**

- Adhere to the WFHS board member code of ethics
- Attend meetings and show commitment to board activities
- Be informed on issues and agenda items in advance of meetings
- Contribute skills, knowledge and experience when appropriate
- Participate in organizational decision making
- Financially support the organization
- Assume leadership roles in all board activities, including fund raising
- Professionally represent the organization to the public and private industry
- Continue to educate yourself about the needs of the organizations served

**Estimated Time:**

- Board members can expect to spend approximately 25 hours per year on board related activities in addition to scheduled meetings