



BOARD MEMBER JOB DESCRIPTION

PURPOSE OF THE BOARD: The Board's role is one of strategic leadership in defining and overseeing the implementation of the mission, vision and core values of the Northwest Community Land Trust Coalition (NWCLTC). The board makes planning and policy decisions, approves and oversees the annual budget, assures adequate funding, and engages in, monitors and sanctions activities. The board has ultimate responsibility for the affairs of NWCLTC.

OBLIGATIONS:

- Define mission, values, and vision of the organization.
- Provide the organization with strategic direction.
- Ensure adequate funding for the mission.
- Approve the annual budget and monitor the financial integrity of the organization.
- Attend board and committee meetings with the expectation of a 70% attendance record. If unable to attend meeting(s), will inform board President in advance.
- Make an annual contribution that constitutes a meaningful personal gift.
- Ensure compliance with applicable laws, regulations, and ethical standards.

GENERAL EXPECTATIONS:

- Prepare for, and participate in board and committee meetings, and other organizational activities.
- Suggest agenda items for board and committee meetings to ensure that significant policy related matters are addressed.
- Ask discerning questions and constructively participate in deliberations.
- Vote according to personal convictions while supporting the majority decision.
- Participate in at least one committee.
- Maintain confidentiality of the board's sessions.
- Participate in annual board evaluation and board member self-assessment.
- Serve in leadership positions at the full board or committee level or special assignments consistent with individual skills and interests.
- Participate in fundraising activities and development of fundraising strategies.
- Monitor programmatic and fiscal activities and ensure that these activities are consistent with the organization's goals and objectives.
- Review the organization's financial statements, annual audit, and Form 990 tax return.
- Exercise prudence with the board in the control and transfer of funds.
- Create a process for ongoing recruitment of board members whose areas of expertise support and enhance the work of the organization. Participate in the nomination, approval, and training of new board members.

- Participate in training and educational opportunities in order to enhance your effectiveness as a board member.
- Act as an ambassador for the organization and its mission.
- Raise regional awareness of NWCLTC's mission and programs.