



Marys River Watershed Council
Board of Directors Position Description
Board approved June 2017

Purpose: Board of Directors are an important link to the community, and are essential volunteers in leadership and follow-through. They collectively provide guidance and governance for the organization.

Term: 3 years, renewable

Commitment: A commitment to serve on the Board of Directors carries with it certain expectations, both formal and informal. In return, your Board colleagues and Council staff are committed to making your service rewarding and enjoyable, and to help you exercise your special skills and talents. MRWC's bylaws provide for the Board of Directors to make an annual financial contribution to demonstrate leadership in meaningful giving to the organization.

Skills and Characteristics:

- ✓ An enthusiasm for the mission, goals, and vision of the Marys River Watershed Council, and a desire to relay MRWC's mission and stories to others.
- ✓ A willingness to assume leadership.
- ✓ Good communication skills, which include a willingness to listen and ask questions.
- ✓ A commitment to actively participate in Board meetings.
- ✓ A positive attitude that encourages participation and enthusiasm by others.
- ✓ Respect for other people's point of view and the willingness to compromise.

Board of Directors Responsibilities:

Governance

1. Be familiar with the bylaws and committed to the mission, goals, work plan and budget.
2. Annually sign a personal conflict of interest form.
3. Actively participate in Board meetings, committees and Council activities.
4. Participate in the recruitment of new Board Directors through orientation, recruitment and training opportunities.
5. Ensure organizational structure and administrative systems are adequate, appropriate, and meet legal requirements.
6. Provide direction to the Executive Director.
7. Remember that no individual Board Director has any power to make unilateral decisions or to speak for the organization without prior commission – only the Board as a whole has any decision-making authority.

Advocacy

1. Speak well of the Watershed Council and actions of the Board once they are made.
2. Market MRWC services, programs and benefits to the community.

3. Serve as a liaison to groups in the community and network with individuals that have influence related to the work of the Council.

Planning and Policy Development

1. Participate in short and long range planning activities.
2. Oversee policy development.
3. Proactively address policy and program development issues.

Finances

1. Exercise fiduciary responsibility.
2. Oversee all financial resources belonging to or passing through the Council.

Human Resources

1. Evaluate, support, and oversee the Executive Director.
2. Set personnel policies, working conditions, grievance procedures.
3. Recognize members & volunteers; help them participate.

Resource Development

1. Actively assist with fundraising efforts.
2. Actively lead or assist in the cultivation of relationships with potential donors and community partners.

Time Commitment

1. Participate in the monthly Board meetings, each about 2 hours long, with 1 to 4 hours of preparation time.
2. Act as a Board Officer or participate on at least one Committee (2-4 hours/month)
3. Attend Council Quarterly Program meetings and the Annual Membership Meeting (6 -8 hours/year).
4. Participate in Council fundraising and special events (4-6 hours/year).

Compensation: Board members are not reimbursed for their time as volunteers, but may be reimbursed for approved expenses (such as travel). The Council protects the fiduciary responsibility of the Board, and also provides Directors and Officers insurance to protect the Board of Directors.