

WILPF US Board Job Descriptions

Responsibilities for all positions

In addition to each position's specific job description (below), all board members have the following responsibilities:

- To serve a three-year term (or, when filling a board vacancy, the one or two remaining years of that term), barring unforeseen circumstances.
- To attend all of the multiple board meetings each year and make an active contribution at the meetings. Currently, meetings are held every other month on the third Tuesday, in the evenings.
- To develop a respectful working relationship with WILPF staff members.
- To make WILPF your priority activist involvement during their board term.
- To accept the fiscal responsibility of WILPF and participate in the deliberations and passage of the annual budget and make subsequent decisions as needed.
- To participate in discussions and take responsibility for making decisions on issues, policies and other board matters.
- To support and communicate WILPF policy decisions.
- To promote WILPF locally when other opportunities arise through professional, personal and social networks.
- To commit to working as a team, following the democratic arts of conflict resolution, facilitation and delegation.
- To be held accountable for individual actions and therefore keep excellent individual and group work records.
- To be cognizant of integrating fundraising, membership building and program in all of WILPF's work.
- To have access to e-mail and be willing to communicate with this technology.
- To carry out specific duties on the board, according to the particular job description.
- To be collectively responsible for the fiscal health of the organization. Each will work toward a goal of raising \$500/yr, with the assistance of trainings, development staff and other board members.

Personnel Chair

- Oversees and chairs the Personnel Committee, which ensures that personnel issues, including hiring and evaluations, are addressed and all personnel policies are implemented, particularly in the areas of staff evaluations and career development. The Personnel Committee makes recommendations regarding personnel issues, including revisions of the personnel policies, as needed, to either the Finance or the Steering Committees. The Personnel Committee is composed of the Personnel Committee Chair, director of operations (or staff person with similar duties), a representative appointed by staff, and members appointed by the Board in consultation with staff members.
- Serves as a liaison between the board and staff.

- Expedites communication among committee member and the work of the committee.
- With the assistance of staff, chooses committee members from board and/or non-board members.
- Coordinates any information to be shared with other committees.
- Serves on the Steering Committee, so participates on all Steering Committee conference calls.
- Provides a periodic written report of progress and concerns at board meetings.
- May be on appropriate ad hoc committees.

At-Large Board Member

(This position evolved as an entry/gateway experience to become more familiar with WILPF's Board methods and procedures, so the description is deliberately vague. The position offers opportunities to contribute in personal ways that reflect individual interests and strengths.)

- Participates, along with the other board members, in the construction of the annual operating budget, with special attention to ensuring that programmatic priorities are incorporated.
- Serves as a member of appropriate ad hoc committees.
- Assists in board work based on interests and board needs.
- The description is intentionally non-specific. This board position is designed to attract younger and/or busier WILPF US members and give them the experience of board membership with a lower level of responsibility than other board positions. Additionally, the At-Large members are encouraged to volunteer for various board committees and tasks that arise in the course of their term.

*These are **ideas** on possible responsibilities:*

- Promote WILPF with intention
- Respond to WILPF member inquiries
- Support WILPF US operations and standing committee
- Thank WILPF members and donors
- Encourage and support WILPF member involvement and activism.

"There was absolutely no guide for me when I started.
And that has been both freeing and a little worrisome.
Mostly freeing, because I had a lot of projects I wanted to do, and did..."

An At-Large Board Member