

# WILPF US Board Job Descriptions

From the Bylaws and other input

## **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 (unless you have compelling reason to miss the meeting and notify the President in advance) and make an active contribution at the meetings.
- 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/year with the assistance of trainings, development staff and other board members.

## **Specific Job Descriptions, Responsibilities, and Tasks**

### **President (or two Co-Presidents who run together as a team)**

- Be the administrative-executive officer(s)
- See that decisions and policies set by the board are implemented
- Serve as an ex-officio member of all standing and ad hoc national committees.
- Stay in direct communication with the executive staff (and with the other co-president, if any, both co-presidents working as partners) to assist the organization to grow in membership and financial security.
- Conduct much of WILPF business via e-mail.
- Prepare agendas for board meetings.
- Oversee the process of implementing all board decisions and policies; prepare agendas for board meetings.

- Appoint ad hoc committees and delegates to non-WILPF meetings in consultation with the board Steering Committee (Bylaws VI.A.1 and B)
- Consult with appropriate staff, US Section and International members in developing responses to urgent events.
- Review the budget and monitor finances with the executive staff and the board treasurer.
- Draft necessary letters, write articles for *Peace & Freedom*, write other reports as needed.
- Review, in consultation with appropriate Steering Committee members, requests from organizations for WILPF to sign on to letters and petitions
- Chair, prepare agendas for, and convene Steering Committee meetings and conference calls.
- Apply knowledge of conflict resolution skills to use when conflicts arise and cannot be resolved between individuals.
- Participate in collaboration meetings in order to keep communication open between the two entities, WILPF US and WILPF International.
- Stay in touch with membership through phone calls, e-mail, and – when possible – visits.
- Keep communication open between all board members and staff.
- Oversee preparation of US Section Triennial Congress.
- Delegate any of the above responsibilities in order to build leadership
- Provide periodic written reports at board meetings of progress and concerns.
- Write President's term-completion report.

### **Program Committee Chairs**

- Oversee and co-chair the Program Committee (consisting of themselves and representatives from each issue committee, other appointed committee members, plus relevant staff, including the Managing Director)
  - Oversee the integrity and effectiveness of WILPF's programmatic activities, including through fostering broad participation of the organization's members in these activities.
  - Serve as members of the Steering Committee, as well as other appropriate ad hoc committees. (One Program Committee Chair or other Program Committee member shall also serve on the National Congress Committee.)
- Participate on all Steering Committee conference calls.
- Serve as the board representatives of the national Program Committee and work supportively with the executive staff to nurture and advance WILPF's national and international program initiatives.
- Convene monthly program meetings.
- Conduct Program Committee evaluation once a year.
- Share leadership in the operations and reporting of meetings and issue committee facilitation.
- Participate in Issue Committee meetings.
- Convene the mini-grant allocations and monitoring committees to determine mini-grant allocations and monitor them.
- Provide recommendations for WILPF participation for national coalitions or networks.
- Participate, along with the other board members, in the construction of the annual operating budget, with special attention to ensuring that programmatic priorities are incorporated.

### **Development Committee Chair (or (or two Co-Chairs who run together as a team)**

- Oversee and chair the Development Committee, which is responsible for ensuring the integrity and effectiveness of WILPF's development activities, including fostering broad participation of the organization's members in activities intended to expand WILPF's financial resource and support base.
- Initiate the setting of goals for the Development Committee, including short and long term fundraising plans, training and activities, donor cultivation and public relations.
- Develop a relationship and work closely with development or other appropriate staff.
- Serve as a liaison to the board between development or other appropriate staff and the President(s).
- Serve as a member of the Steering and Finance Committees, as well as other appropriate ad hoc committees. (The Development Committee Chair or other Development Committee member shall also serve on the National Congress Committee.)
- Participate on all Steering Committee conference calls.
- Conduct a Development Committee evaluation once a year.
- Provide written report of progress and concerns as needed for board meetings.
- Participate, along with the other board members, in the construction of the annual operating budget, with special attention to ensuring that programmatic priorities are incorporated.

### **Nominating Committee Chair**

- Oversee and chair the Nominating Committee, which secures nominations for WILPF US position openings, national and international, that may arise, in order to encourage participation at these levels and help expand our leadership circles.
- Serve as a member of the Steering Committee, as well as other appropriate ad hoc committees. (The Nominating Committee Chair or other Nominating Committee member shall also serve on the National Congress Committee.)
- Participate on all Steering Committee conference calls.
- Conduct a Nominating Committee evaluation once a year.
- Participate, along with the other board members, in the construction of the annual operating budget, with special attention to ensuring that programmatic priorities are incorporated.

### **At-Large Board Member(s)**

- Participate, along with the other board members, in the construction of the annual operating budget, with special attention to ensuring that programmatic priorities are incorporated.
- Serve as a member of appropriate ad hoc committees.
- Assist in board work based on personal interests and/or board needs.
- The description is intentionally non-specific. This board position is designed to attract 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 and tasks:

- Promote WILPF with intention
- Respond to WILPF member inquiries
- Support WILPF US operations and standing committee

- Thank and otherwise build positive relationships with 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*

### **Secretary**

- Collects all minutes from each board meeting.
- Works to ensure that minutes are coherent, corrected and readily available for reference.
- Maintains a full record of both issue policy decisions, organizational guidelines, and administrative protocols and procedures taken by the board and ensures that these are disseminated within the organization to all relevant subgroups and individuals.
- Works to maintain consistency of board actions with existing decisions and policy.
- Compiles and collects all minutes from each board meeting.
  - Is a check point to ensure that all decisions made at a board meeting and by the board at other times (such as via board emails) are recorded consistently and clearly.
- Works to ensure that Board minutes are coherent, corrected and readily available for reference.
- Serves as a member of the Steering Committee and other appropriate ad hoc committees.
- With assistance from staff, coordinates and organizes all archival information, including annually contacting Board and issue committee chairs in order to obtain and collect minutes of their committee meetings.
- Assists the President in the preparation of the agenda for meetings and arranges times for special meetings.