



Position Description: Board Director

Board Director Term: Two years and may be re-elected for one additional term
Nominations Process: Slated by the Nominating Committee and elected by the membership

Board Member Responsibilities:

- ❖ Determine mission and purpose. It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
- ❖ Recruit, support and evaluate the chief executive. Boards must reach consensus on the chief executive's responsibilities and undertake the recruitment of a qualified individual for the position when needed; and ensure that the chief executive has the moral and professional support she needs to further the goals of the organization.
- ❖ Ensure effective planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
- ❖ Monitor, and strengthen programs and services. The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
- ❖ Ensure adequate financial resources. One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
- ❖ Protect assets and provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
- ❖ Build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
- ❖ Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.
- ❖ Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

Key Attributes and Qualifications:

- ❖ MEMBERSHIP: Is a NAWBO voting member in good standing.
- ❖ SERVICE: Has proven history of service and commitment to NAWBO – at the local and/or national level.
- ❖ EXPERIENCE: Possesses working knowledge of nonprofit board management with history of service on other national boards of nonprofit or membership organizations.
- ❖ LEADERSHIP & VISION: Has the ability to see the big picture, and to help develop strategy and policy to help the organization achieve its mission.
- ❖ STEWARDSHIP: Has the ability to serve and promote the interests of the organization and the women’s business community at large.
- ❖ INTEGRITY: Has the discretion to maintain confidentiality of board discussions and speaks with one voice when representing the organization to the community, even when in disagreement with majority decisions.
- ❖ KNOWLEDGE: Possesses knowledge and understanding of the issues and concerns of women business owners; and has the commitment to stay informed and knowledgeable on all pertinent issues that impact our members.
- ❖ ORGANIZATIONAL DEVELOPMENT: Has the willingness to become thoroughly familiar with the mission and how the organization actually carries out the mission day-to-day through its organizational structure and operations.
- ❖ PERSONAL COMMITMENT: Is willing to take time and make the effort needed to fulfill director responsibilities: including understanding strategic, financial and operational issues facing the organization; and engaging personally and directly with the organization whether through financial support, advocacy, networking, personal service, or other support activities.
- ❖ COLLEGIALITY: Has the ability to work well with others and to show respect for the ideas and views of fellow board members and staff; with the full understanding that boards operate as a body.
- ❖ DIVERSITY: Represents a diverse segment of the women business community and have deep resources and connections in the business community.
- ❖ FINANCIAL COMMITMENT: Possesses financial resources and capacity to make a personal contribution or bring in a sponsorship of \$5000 or more annually to the organization.
- ❖ MEETING ATTENDANCE: Is willing to commit personal time and resources to attend all board meetings, including travel expenses. Missing more than two (2) consecutive board meetings will result in disciplinary action and/or removal from the Board.