

Jefferson County Community Foundation
Port Townsend, WA

Board Member
Revised 6/05

Scope of the Position: The **Jefferson County Community Foundation** is a 501 c 3 nonprofit entity. It is governed by a board of directors. Nonprofit boards are established under the principles of nonprofit corporation law which specify that board members must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization.

- Board members must exercise reasonable care when making decisions are stewards of the organization.
- Board members should never use information obtained as a member of the board for personal gain, but always act in the best interest of the organization.
- Board members are responsible for overseeing the use of donated funds to fulfill the organization's mission.

A board typically brings together people from diverse backgrounds and points of view to provide leadership, vision, policy setting and oversight to the operations of the organization. The Jefferson County Community Foundation nonprofit board has very distinct duties different from those of executive management. Executive management manages while the board oversees. The Jefferson County Community Foundation board reserves the right to select the executive director, amend by-laws, approve the annual budget and long-term plans, fill interim board vacancies as well as establish committees and appoint board members to such committees.

Basic Roles and Responsibilities: Board members of the Jefferson County Community Foundation accept primary responsibility for the following:

Legal Issues and Operations – the fiscal and legal health of the organization

- Create and maintain policies, by-laws and minutes.
- Monitor adherence to legal standards and ethical norms.
- Elect officers and secure appropriate board liability insurance.
- Actively recruit and orient new board members.
- Annually assess board performance.

Planning and Oversight of Programs and Services – setting direction and monitoring progress

- Ensure effective organizational planning; assist in the implementation and monitoring of the organization's overarching goals.
- Organizational planning includes a strong vision to set the course for the future, strategic planning to meet the mission and achieve overarching goals.
- Determine, monitor and strengthen programs and services; monitor for mission drift and effectiveness.

Human Resources – building and maintaining organizational capacity

- Select the executive director and achieve consensus on the Executive's responsibilities.
- Annually evaluate and set the compensation of the executive director.
- Adopt personnel policies in accordance with state and federal law.
- Adhere to grievance policies; establish a clear procedure for managing grievances.
- Respect board/staff boundaries.
- Approve all new staff positions, considering the financial implications.
- Support the executive director, making sure the executive has the moral and professional support necessary to further the goals of the organization.

Public Relations – the public face of the organization

- Enhance the organization's public standing.
- Serve as an ambassador from the organization to the community at large.
- Be able to articulate the organization's mission, accomplishments and goals to the public; garner support from the community.
- Advise the executive director on public relations, marketing and communications materials.
- Understand the connection between community relations and fund development.

Fund Development – ensuring adequate resources to enable the organization to fulfill its mission

- Monitor income revenue.
- Review and set revenue goals appropriately tied to program expense while keeping in mind the strategic mission/plan of the organization.
- Contribute skills, knowledge and experience as appropriate.
- Financially support the organization by becoming a major donor; every Board member is a donor.
- Assist in the planning of fundraising events and recruitment of volunteers; attend events.
- Advise staff on prospect names, request levels and timing of solicitations.
- Accept and follow through on specific assignments in support of fund development.
- As requested, assist staff in asking for specific gifts.

Fiscal Oversight – overseeing the fiscal health of the organization

- Create and maintain a board finance committee.
- Assist in developing the annual budget and ensuring adequate financial controls are in place.
- Monitor budget reports.
- Set revenue and expense policies.
- Approve investment policies.
- Ensure annual audits occur and adhere to recommendations.

Effective Board Members Commit to the Following:

- Attending 9 of 12 board meetings a year.
- Participating in the board's annual retreat.
- Participating in at least one board training as well as the annual board evaluation.
- Actively serving on at least one board committee.
- Making an annual personal gift.
- Actively advocating for the organization.
- Participating in at least one major fundraising event per year.
- Taking seriously board roles and responsibilities; becoming knowledgeable about the Jefferson County Community Foundation and its operations in order to effectively participate in the decision making processes.
- Being prepared for meetings; reading advance materials, raising important questions and having high expectations for the organization's performance.
- Arriving for meetings on time and staying for the full agenda unless previously notifying the board chair.
- Listening carefully to all points of view; thinking in the best interest of the organization.
- Actively working toward positive decisions and solutions that advance the organization's mission.
- Respecting confidentiality.
- Avoiding conflict of interest issues; operating in an environment of full disclosure.
- Ensuring equal opportunity and the avoidance of discrimination of all kinds.
- Protecting the organization and its assets by enrolling in the appropriate board liability insurance program.

I have read and fully understand the roles and responsibilities of the Board of Directors for the Jefferson County Community Foundation. I accept the duties of Boardmanship.

Signed: _____ Date: _____