

## BOARD MEMBER JOB DESCRIPTION

<b>Title:</b>	Member, WFHS Board of Directors
<b>Reports to:</b>	Board President
<b>Term:</b>	Three-year term
<b>Expected Meeting Attendance:</b>	Regularly attend scheduled board meetings Participate on a minimum of two committees and attend committee meetings Participate as an ad hoc committee member if appointed Attend board retreats and other board development activities Attend and participate in special events, as needed i.e. training and state fair. Attend quarterly, or as needed, board meetings to last 4 to 6 hours plus travel time Meeting locations to be determined by the board
<b>Obligations of the Board:</b>	Establish policy Secure adequate funds Monitor finances Maintain and update strategic plan Maintain associate board membership Have access to receive and respond to electronic correspondence
<b>Specific Duties:</b>	Adhere to the WFHS board member code of ethics Attend meetings and show commitment to board activities Be informed on issues and agenda items in advance of meetings Contribute skills, knowledge and experience when appropriate Participate in organizational decision making Financially support the organization Assume leadership roles in all board activities, including fund raising Professionally represent the organization to the public and private industry Continue to educate yourself about the needs of the people served
<b>Estimated Time:</b>	Board members can expect to spend approximately 15 hours per month on board related activities in addition to quarterly meetings

Revised: July 2002