



## Board of Directors Position Description

- Title:** Board Member (the OWF Board consists of 5 members)
- Term:** Specified at time of election, typically 2 calendar years, shorter if filling an incomplete term
- Responsible to:** Entire Board, report to Board President

### Duties & Responsibilities:

1. Is a member of the Board, and has the opportunity to serve in a Board officer position.
2. Builds collegial working relationship that contributes to open discussions and consensus.
3. Prepares for and regularly attends (or calls in to) Board meetings, committee meetings, and related events.
4. Provides governance of OWF by establishing and monitoring policies, programs, initiatives, and projects and supporting development and effectiveness of the Board of Directors and staff.
5. Establishes strategic purpose and direction for OWF by participating in regular strategic planning sessions and monitoring performance toward plan's results.
6. Oversees the Chief Executive Officer (CEO) and monitors performance of CEO's general responsibilities and yearly objectives.
7. Oversees fundraising and business development through organizational advocacy both at the planning and participation stages.
8. Represents OWF and its initiatives, projects and services to stakeholders, including community, funders and clients.
9. Provides direction to ensure the financial health of the OWF through conformance to up-to-date fiscal policies and procedures and through ongoing analysis of financial reports.
10. Oversees effective performance of OWF's initiatives and projects through ongoing program planning and evaluation.
11. Oversees conformance to federal, state, local and OWF policies and procedures.