

## **Open Water Foundation (OWF) Board of Directors Position Description**

- Title:** Board Member (the OWF Board consists of 5 members)
- Term:** 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 and related events.
4. Provides governance by helping OWF establish and monitor policies, programs, and initiatives.
5. Supports development and effectiveness of the Board of Directors and staff.
6. Establishes strategic purpose and direction for OWF by participating in strategic planning sessions, contributes to strategic planning documents, and monitoring performance toward plan results.
7. Oversees the Chief Executive Officer (CEO) and monitors performance of CEO's general responsibilities and yearly objectives.
8. Oversees fundraising and business development by advocating for OWF.
9. Represents OWF and its initiatives, projects and services to stakeholders, including community, funders and clients.
10. 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.
11. Oversees effective performance of OWF's initiatives and projects through ongoing program planning and evaluation.
12. Oversees conformance to federal, state, local and OWF policies and procedures.