



Citizen Board Member Job Description

Job Title: Citizen Board Director

Purpose: To provide organizational leadership, direction, and oversight to maximize CRWP's ability to achieve its mission.

Summary: This position, together with other members of the board of directors, is legally, fiscally and ethically responsible for all activities of CRWP.

Activities: Board Directors are responsible for the following:

- A. **Mission**: Ensures the programs, grants, contracts, and other work of CRWP are aligned with CRWP's mission; and that the mission statement continues to be appropriate and vital.
To engage people in protecting and improving the water quality and natural systems of the Cannon River watershed.
- B. **Ensuring fiscal accountability and financial health**: The Board is responsible for the continued funding and financial health of the organization. The Board approves and closely monitors the organization's expenses and income, including the yearly budget, periodic financial statements, and fundraising plan. The Board ensures that financial resources are available to meet the programmatic and administrative obligations of the organization and that the organization's resources are used wisely.
- C. **Long Range Planning**: The Board works with staff to assess how changing national and local events affect CRWP's work, and proactively establishes organizational vision, strategic direction and programs.
- D. **Personnel**: The Board regularly evaluates and reviews CRWP's operations and as necessary staff work plans to maintain standards of performance. The Board hires and evaluates the performance of the Executive Director. The Board assists the Executive Director in hiring other staff.
- E. **Policy**: The board should review and approve written policies and procedures governing the work and actions of its employees and volunteers.
- F. **Fundraising**: Each Citizen Board Director has two fundraising responsibilities: giving and raising money. Each citizen member is encouraged to make a financial gift to CRWP that is comfortable for himself/herself. Members of the Board serve as ambassadors to the community. Communicating about the work and mission of the organization in order to build membership and encourage financial support is expected. The Board is expected to work with the Executive Director or designated staff to set annual fundraising goals for board member donations and, as necessary, participate in other areas of the organization's fundraising efforts as part of the annual fundraising plan.

- G. Attendance and Participation: Board members are expected to regularly attend board meetings, be actively involved in the organization, and prepare for meetings by reviewing meeting minutes and reports. Board members are encouraged to serve on at least one committee or work group.
- H. Organizational Continuity: The Board ensures recruitment and development of new board members.

Qualifications: Board members are committed to the mission of CRWP, live in the watershed, and are a member of the organization. Board members have adequate time to devote to board service. A Board term is three years. The Board of Directors meets up to twelve times per year. The Board meets monthly on the first Monday of the month from 7:00 to 9:00 p.m. In addition to scheduled meetings, board members may participate in committees and special events.