

YWCA of Olympia
Board of Directors Position Description

JOB TITLE: Board of Directors

EFFECTIVE:
SUPERCEDES: January 22, 1992
APPROVED: March 21, 2012

POSITION SUMMARY:

Responsibility for carrying on the work of the Association is delegated to the Board of Directors by the membership of the Association. Term of office as a Board member is three years, unless appointed to fill an unexpired term. In accordance with the YWCA of Olympia and the YWCA of the USA Constitution By-laws, Board members must be YWCA members.

SPECIFIC RESPONSIBILITIES:

Develops the Association as a women's membership movement; communicates the mission, vision and values to members and to the community; provides the membership and community with opportunities to participate.

Determines the organization's goals and participates in development of individual program directions. Establishes the programs of the Association and the planning process by which they are determined. Acts as an active participant in the organization's annual evaluation and planning efforts, up to and including insuring the process of program approval includes Board resolution and approval.

Provides direction and leadership to the Executive Director in develop of a multi-year strategic plan, including periodically updating the plan, and monitoring its implementation.

Approves changes to programs, ensuring that new programs fall within YWCA mission and core values. Regularly reviews the organization's programs performance. Periodically reviews mission, vision, and values.

Reviews, oversees and controls operating funds and capital assets for the benefit of the YWCA. Approves the association's annual budget, audits, and decision material related to the financial well-being of the Association, up to and including periodic review of financial statements.

Hires, supervises and terminates employment of the Executive Director. Determining policies for the organization and ensures all the policies up to and including benefits and compensation approvals are appropriately administered. Ensures that the YWCA policies and practices reflect core values with a commitment to racial, ethnic and cultural diversity.

Participates in the annual performance review of the Executive Director by providing input and consideration to previous year performance.

Ensures legal obligations of the organization are met. Approves grants, contracts, leases and other legal and binding contracts. Makes resolutions to approve grant proposals that lead a program in a different direction or creates a new program entirely. Stays informed on program status and meets all legal and fiduciary responsibilities.

Develops resource strategies and assists with securing funding necessary; with the Executive Director to adequately support the YWCA of Olympia.

Personally participates in the Board Annual Giving Program. Make a personal yearly financial contribution.

Considering the YWCA a charitable priority and making gifts that reflect that priority, to include at least an annual contribution that is commensurate with the board member's capacity. Solicits additional contributions from foundations, organizations, and individuals.

Ensures programs and services are responsive to the needs of women, girls and families of our communities where the public and/or contributors are invited.

Reports to the membership at the YWCA Annual Membership Meeting. Involved in planning and attending those special events where members, the public or major contributors are invited. Actively promote the organization in the community.

Regularly attend board and membership meetings and other important related meetings. Stays informed about committee matters, prepares for meetings, and reviews and comments on minutes and reports. Reviews agenda and supporting materials prior to board and committee meetings.

Participates in committee and/or serving as an officer and participates in fundraising activities as needed and available. Volunteers for and willingly accept assignments and completes them thoroughly and on time. Actively assists in building a collegial working relationship with other board members and the community.

Participates in the election of officers of the Board, who are also the officers of the Association. Participates in recruiting new board members, and identifying board areas of need. Conducts and participates in the board self-evaluation.

Maintain a responsible relationship with the YWCA USA. Acts in accordance to the By Laws of the Association.