



Board Member Job Description

August 2024

EXPECTATIONS OF THE BOARD AS A WHOLE

As the principal leadership body of the organization, the LWVC Board of Directors is required to satisfy its fiduciary duties, and is responsible for:

- Overseeing the mission and purposes of the organization
- Selecting and evaluating the performance of the CEO/ executive director
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring the League of Women Voters of California and LWVC Education Fund programs and services
- Enhancing LWVC's public image
- Speaking with "one voice" and supporting the decisions of the Board
- Assessing its own performance as the governing body

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to:

- Prepare for, attend **all** meetings, and conscientiously participate in board meetings
- Give a meaningful, personal financial donation or work with the development team to secure funding
- Lead LWVC policy, practices, and statewide League culture on diversity, equity, and inclusion
- Have/develop fluency with the LWVC's mission, policies, bylaws, programs, and needs
- Comply with all policies, including the non-partisan policy, and seek clarity when you do not have it.
- Faithfully read and understand the organization's financial statements
- Serve as active advocates and ambassadors for the organization. Fully engage in identifying and securing the financial resources and partnerships necessary for LWVC to advance its mission
- Bring perspectives and input from the many diverse constituencies served by LWVC and serve as liaisons to the wider LWVC community
- Identify and leverage personal connections, networks, affiliations to advance LWVC's fundraising, visibility, and overall mission.
- Be an active participant in two or more Board Committee assignments
- Understand that individual Board members do not have decision making authority, and that the Board acts as a collective
- Learn/understand the roles and responsibilities of staff and board, and treat staff and board colleagues with respect and as partners.
- Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- Maintain confidentiality about all internal matters relating to the League of Women Voters of California
- Serve with humility, a continuous learning mindset, and a sense of humor

TRAITS OF SUCCESSFUL LWVC BOARD MEMBERS

In addition to passion for the work of the state League, and ability/willingness to show up and do Board and committee work, successful Board members will have demonstrated and be committed to Board service with the following qualities:

- collaborative

- engaged
- willingness to engage in continuous learning
- ability to effectively resolve conflicts
- ability to see the big picture
- open minded
- ability to ask thoughtful questions
- ability to ask for help
- good interpersonal communication
- willing to have fun while working hard as part of a team