Rainbow Lodge Retreat Center Board of Directors

Board Member Job Description

<u>Mission Statement</u>: ***Rainbow Lodge is dedicated to providing a haven of rest, peace and tranquility, where our guests can pursue spiritual, personal or professional renewal in a nature setting.***

1. Board Members are to attend and participate in all Board meetings and committees as assigned. Board meetings are held six times a year, on the third Thursdays of each odd numbered month. Committees upon which Board members may also serve are:
    a. Executive Committee – Board President, Vice President, Treasurer and Secretary
    b. Finance Committee – Treasurer and other Board Members
    c. Personnel Committee
    d. Development Committee
    e. Board Policy Manual Task Force

2. Board meetings in May, July and September are held at Rainbow Lodge and usually offer a dinner meal to Board members prior to the meeting. Board meetings in November, January and March will be held in or near Seattle; and do not include a meal.

3. Board members may attend Board or committee meetings in person or via Zoom or other online technology or by conference call. Committee meetings are often held by digital/internet means.

4. The Board expects of itself and its members ethical and businesslike conduct. Board members must offer unconflicted loyalty to the interests of the entire organization, superseding any conflicting loyalty. They must avoid any conflict of interest with respect to their fiduciary responsibility. Each board member is expected to complete and sign an Annual Affirmation Statement, which covers board conflicts of interest in accordance with the laws of Washington State governing not-for-profit organizations.

5. Board members will support the Board in fulfilling its essential role of proper governance and management of Rainbow Lodge Retreat Center; specifically;

    a. Determine the mission, values, strategies and major goals and outcomes, and hold the Executive Director accountable for developing a staff strategic plan based on those policies.
    b. Determine the parameters within which the Executive Director is expected to achieve the goals and outcomes.

c. Monitor the performance of the organization relative to the achievement of the goals and outcomes within the executive parameters.
d. Maintain and constantly improve all ongoing policies of the Board.
e. Select, fairly compensate, nurture, evaluate annually, and, if necessary, terminate an Executive Director, who functions as the Board's sole agent.
f. Ensure financial solvency and integrity through policies and behavior.
g. Require periodic financial and other external audits to ensure compliance with the law and good practices.
h. Evaluate and constantly improve the Board's performance as the governing Board, and set expectations for Board members' involvement as volunteers.

6. Board terms are three years, with the option, at the end of the first term, of being invited, through majority vote of the Board, to serve a second three-year term. Following a second term, Board members may be re-elected to the Board after at least a one year break in service.

Persons who are interested in applying for membership on the Rainbow Lodge Retreat Center Board of Directors should send their resume' or vita' to the Board Chair, Beth Wilson, at bethwilson1950@gmail.com . She may also be reached by phoning (253) 857-5234 (home landline) or (253) 225-9710 (cell) to answer questions or provide additional information.