Washington Green Schools
Board of Directors
Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and promotion of Washington Green Schools in support of the organization's mission to guide and support students and K-12 **school** communities to create a **sustainable** region through educational experiences that transform **school** environments.

***Major responsibilities of the Board:**

- Determine the organization's mission and purpose.
- Select, support, and assess the performance of the executive director.
- Ensure adequate resources to support the mission.
- Ensure legal and ethical integrity and maintain accountability.
- Ensure effective organizational planning.
- Recruit and orient new board members and assess board performance.
- Enhance the organization's public standing.
- Determine, monitor, and strengthen the organization's programs and services.
- Formulation, approval, and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget

**Members of the Board share these responsibilities while acting in the interest of Washington Green Schools. Each member is expected to contribute based on his or her experience and vantage point in the community.*

Expectations of Board members:

- Serve as a trusted advisor to the ED as s/he develops and implements Washington Green School's strategic plan
- Review outcomes and metrics created by WGS for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Approving WGS's annual budget, audit reports, and material business decisions; be informed of, and meet all, legal and fiduciary responsibilities
- Contribute to an annual performance evaluation of the ED
- Assist the board chair and ED in identifying and recruiting other Board Members
- Participate on a standing committee of the Board, and serve on ad-hoc committees as necessary
- Represent WGS to stakeholders; communicate and promote the organization's mission and programs, and act as an ambassador for the organization
- Ensure WGS's commitment to a diverse board and staff that reflects the communities it serves

- WGS Board Members will consider WGS a philanthropic priority and make a personally significant annual gift that reflects that priority. In addition, Board members are expected to assist in securing new donors, make connections and introduce people to the organization, and assist with special events of the organization.

Length of term: Two-year terms, which may be renewed up to a maximum of three consecutive terms.

Meetings and time commitment:
Meetings of the Board of Directors will be held on Tuesday mornings from 7:30 – 9:30 am in September, November, January, March, May, and June. No meetings in July and August.

- The board meets at a downtown location.
- Committees of the Board (Governance, Finance, Development/Communications and Program) meet in alternate months.
- Board members are asked to attend at least two special events per year.