



2020 Board Openings: Specific Job Descriptions – Responsibilities/Tasks

Program Chairs (two chairs)

NOTE: In 2019, the Ad Hoc Holistic Program Committee reviewed the work of the Program Committee and proposed to the board a new vision of how program will function, called Program 2.0. The chairs' responsibilities may change slightly as Program 2.0 is further developed.

- Oversee the Program Committee (consisting of themselves and representatives from each issue committee, other appointed committee members, plus relevant staff, e.g., Managing Director), which has responsibility for ensuring the integrity and effectiveness of WILPF's programmatic activities, including fostering broad participation of the organization's members in these activities.
- Are also members of the Steering Committee, as well as other appropriate ad hoc committees. One Program Committee Chair or other Committee member is also a member of the National Congress Committee.
- Serve as the board representatives of the WILPF national Program Committee and work supportively with the board and relevant staff to nurture and advance WILPF's national and international program initiatives.
- With the board and relevant staff, WILPF's Program Chairs are responsible for ensuring the integrity and effectiveness of WILPF's programmatic activities.
- Convene monthly program meetings. (Some meetings are Program Committee meetings, for the issue committee chairs and other Program Committee members; other meetings are announced as Program Calls, for WILPF members.)
- Collaborate with the issue committee chairs and other Program Committee members to encourage them to develop program work in alignment with the fundamental aspects of Program 2.0: set long-term goals and objectives, design activities and actions for the participation of branches and the general membership, and identify unifying longer-term themes or campaigns to focus the work of the Program Committee.

- Stay current on issue committee functioning and plans, including, as possible, participating in meetings.
- Solicit reports from the issue committees, their subcommittees, and other program bodies.
- Collaborate with relevant committees on mini-grant allocations.
- Provide recommendations for national coalitions or networks for WILPF participation.
- Along with the other board members, the Program Chairs participate in the construction of the annual operating budget, with special attention to ensuring that programmatic priorities are incorporated. Recommend particular budget funding for the several issue committees.
- Based on agreed upon WILPF guidelines, collaborate with the issue committees on funding for each committee's activities, using funding from a variety of sources (including grants, donations especially for particular committees, and general WILPF funds).

Personnel Chair

- Oversees the Personnel Committee (comprised of the Personnel Chair, and members appointed by the Board and the Committee Chair), which has responsibility for ensuring that all personnel policies are implemented, particularly in the areas of staff evaluations.
- Makes recommendations regarding personnel issues, including revisions of the personnel policies, as needed to either the Finance or Steering Committees.
- Is also a member of the Steering Committee, as well as other appropriate ad hoc committees.
- Serves as a liaison between the board and staff.
- Expedites communication between committee members.
- Chooses committee members from board and/or non-board members.
- Coordinates any information to be shared with other committees.
- Serves on the Steering Committee and participates on all Steering Committee conference calls.
- Provides a periodic written report of progress and concerns at board meetings.

Development Chair

- Oversees the Development Committee, which is responsible for ensuring the integrity and effectiveness of WILPF's development activities, including fostering broad participation of the organization's members in activities

intended to expand WILPF's financial resource and support base.

- Is also a member of the Steering and Finance Committees, as well as other appropriate ad hoc committees.
- The Development Committee Chair or other Committee member is also a member of the National Congress Committee.
- Initiates the setting of goals for the Development Committee, including short- and long-term fundraising plans, training and activities, donor cultivation, and public relations.
- Develops a relationship and works closely with Development staff.
- Liaison to the board between development and/or other relevant staff and the President(s).
- Ensures that fundraising, membership developments, and programs are integrated.
- Keeps communications open between committee members.
- Serves on the Steering Committee, so participates on all Steering Committee conference calls.
- Provides written report of progress and concerns as needed for board meetings.

Nominating Committee Chair

- Oversees the Nominating Committee (comprised of the Nominating Chair and WILPF members with interest in expanding the number of people involved in the national leadership of the Section, appointed by the Nominating Chair with Board agreement). The Committee secures nominations for delegates to the International Congress, for the US Americas Liaison (i.e., liaison to the Americas Region Representative on the International Board), for elected board positions, for any other ad hoc positions that may arise, and – as possible – for WILPF US members to run for International Board positions, especially the Americas Region Representative. The Committee's goal is to encourage participation at the national and international level, and help expand our leadership circles.
- Is also a member of the Steering committee, as well as other appropriate ad hoc committees.
- The Nominating Committee Chair or other Committee member may also be a member of the National Congress Committee.

Secretary

- Collects all minutes from each board meeting.
- Works to ensure that minutes are coherent, corrected and readily available for reference.
- Maintains a full record of both issue policy decisions, organizational guidelines, and administrative protocols and procedures taken by the board and ensures that these are disseminated within the organization to all relevant subgroups and individuals.
- Works to maintain consistency of board actions with existing decisions and policy.
- Compiles and collects all minutes from each board meeting.
- Is a check point to ensure that all decisions made at a board meeting and by the board at other times (such as via board emails) are recorded consistently and clearly.
- Works to ensure that Board minutes are coherent, corrected and readily available for reference.
- Serves as a member of the Steering Committee and other appropriate ad hoc committees.
- With assistance from staff, coordinates and organizes all archival information, including annually contacting Board and issue committee chairs in order to obtain and collect minutes of their committee meetings.
- Assists the President in the preparation of the agenda for meetings and arranges times for special meetings.

At-Large Board Member

- The description is intentionally not specified. This board position is designed to attract younger and/or busier WILPF US members and give them the experience of board membership with a lower level of responsibility than other board positions. Additionally, the At-Large Board members are encouraged to volunteer for various board committees and tasks that arise in the course of their term. The headings below provide key guidance on possible responsibilities:

- Promote WILPF with intention
- Respond to WILPF member inquiries
- Support WILPF US operations and standing committee
- Thank WILPF members and donors
- Encourage and activate WILPF members