

WILPF US Board Job Descriptions

Interim Positions Available in 2019

Responsibilities for all positions: *In addition to a position's specific job description (below), all board members have the following responsibilities*

- To serve a three-year term (or, if filling a board opening, to complete the term), barring unforeseen circumstances.
- To attend multiple board meetings each year and make an active contribution at the meetings.
- To develop a respectful working relationship with WILPF staff members.
- To make WILPF your priority activist involvement during their board term.
- To accept the fiscal responsibility of WILPF and participate in the deliberations and passage of the annual budget and make subsequent decisions as needed.
- To participate in discussions and take responsibility for making decisions on issues, policies and other board matters.
- To support and communicate WILPF policy decisions.
- To promote WILPF locally when other opportunities arise through professional, personal and social networks.
- To commit to working as a team, following the democratic arts of conflict resolution, facilitation and delegation.
- To be held accountable for individual actions and therefore keep excellent individual and group work records. - To be cognizant of integrating fundraising, membership building and program in all of WILPF's work.
- To have access to e-mail and be willing to communicate with this technology.
- To carry out specific duties on the board, according to the particular job description.
- To be collectively responsible for the fiscal health of the organization. Each will work toward a goal of raising \$500/yr, with the assistance of trainings, development staff and other board members.

Specific Job Descriptions- Responsibilities/Tasks:

Program Chairs (two positions)

- Oversee the Program Committee (consisting of themselves and representatives from each issue committee, other appointed committee members, plus relevant staff, 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 executive staff to nurture and advance WILPF's national and international program initiatives.

- With the executive staff, WILPF's Program Chairs are responsible for ensuring the integrity and effectiveness of WILPF's programmatic activities, including fostering broad participation of the organization's members in these activities.
- Convene monthly program meetings and reports.
- Participate in Issue Committee meetings.
- Determine mini-grant allocations and monitor them.
- Provide recommendations for national coalitions or networks for WILPF participation.
- All members of the Steering Committee and a member of the Program Committee also serve on the National Congress committees.
- 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.

Personnel Chair

- Oversees the Personnel Committee (comprised of the Personnel Chair, Operations Director, a representative appointed by staff and members appointed by the Board in consultation with staff members), which has responsibility for ensuring that all personnel policies are implemented, particularly in the areas of staff evaluations and career development
- 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.
- With the assistance of staff, 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 staff and the President(s).
- Ensures that fundraising, membership developments and programs are integrated.

- Keeps communications open between committee members.
- Conducts annual committee evaluation once a year.
- 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, 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), which secures nominations for delegates to the International Congress, for the International Board Representative position, for elected board positions and for any other ad hoc positions that may arise. The 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 is also a member of the National Congress Committee.

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 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
 - Empower WILPF members