

## **Shortened WILPF US Board Member Job Descriptions, Including Responsibilities and Tasks**

From the Bylaws and other input

**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 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.
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### **Specific Position Job Descriptions, with Responsibilities and Tasks:**

#### **(Co-) President(s)**

- Shall be the administrative-executive officer(s)
- Shall see that decisions and policies set by the Board are implemented
- Shall appoint ad hoc committees and delegates to non-WILPF meetings in consultation with the Board Steering Committee (see VI A 1 and B)
- Shall consult with appropriate staff, US Section and International members in developing responses to urgent events
- Shall be an ex-officio member of all committees.
- Stay in direct communication with the executive staff (and, if any, other co-president and work as partners) to assist the organization to grow in membership and financial security.
- Oversee the process of implementing all board decisions and policies; prepare agendas for board meetings.
- Review the budget and monitor finances with the executive staff and the board treasurer.
- Draft necessary letters, write articles for Peace and Freedom, write other reports as needed.

- Review requests from organizations requiring WILPF to sign on to letters and petitions in consultation with appropriate Steering Committee members
- Chair and convene Steering Committee meetings and conference calls and prepare agendas.
- Serve as ex-officio member of all committees and campaigns.
- Apply knowledge of conflict resolution skills to use when conflicts arise and can not be resolved between individuals.
- Participate in collaboration meetings in order to keep communication open between the entities: US WILPF & International WILPF.
- Stay in touch with membership through phone calls, e-mail and/or visits, when possible- Conduct much of WILPF business via e-mail.
- Keep communication open between all board members and staff.
- Oversee preparation of US section Triennial Congress.
- Delegate any of the above responsibilities in order to build leadership- Provide periodic written reports at board meetings of progress and concerns.

### **Treasurer**

- Is the chief fiscal officer of the section and chair of the Finance Committee and with the committee and staff prepares and monitors the budget.
- Presents a written report to the National Board on an annual basis and to the U.S. Section Congress in the year it meets.
- Is also a member of the Steering, Development and National Congress Committees, as well as other appropriate ad hoc committees.
- Oversees the drafting, passing and monitoring of the US Section budget.
- Chairs the Finance Committee, serving as the liaison with relevant staff members.
- Develops finance committee meeting agendas.
- Shares leadership in the facilitation and reporting of the meetings.
- Reports to the Board in a timely fashion and provides a written report of progress and concerns at each board meeting.
- Oversees the integration of fundraising, membership building and program in finance committee work.
- Monitors monthly financial reports as provided by the staff Bookkeeper.
- Writes term completion finance report included with the President's term completion report.
- Provides a written Treasurer Report at the National Congress.
- Conducts an annual finance committee evaluation.
- Is also a member of the Steering Committee, as well as other appropriate ad hoc committees.

### **Program Committee Chairs** (not Co-Chairs but two Chairs)

- 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 board and relevant 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 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.
- Are members of the Steering Committee, and a member of the Program Committee also serves 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.
- Provides a periodic written report of progress and concerns at board meetings.

### **Personnel Committee 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.
- Coordinates any information to be shared with other committees.
- Chooses committee members from board and/or non-board members.

- Is also a member of the Steering committee, as well as other appropriate ad hoc committees.
- Provides a periodic written report of progress and concerns at board meetings.

#### **Development Committee Chair (or Co-Chairs)**

- 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.
- Is 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.
- Is also a member of the Steering committee, as well as other appropriate ad hoc committees.
- 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 S Americas Liaison (i.e., liaison to the Americas Region Representative on the International Board), for elected board positions and 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 is also a member of the National Congress Committee.
- Provides a periodic written report of progress and concerns at board meetings.

#### **Membership Development Committee Chair**

- Oversees the growth, sustainability and development of U.S. WILPF's membership and makes recommendations regarding actions to the Board, the Steering Committee and appropriate staff.
- Works with committee members, other Board members and staff to maintain ongoing contact with branches.

- Provides various avenues for involvement by WILPF US members in the Membership Development Committee.
- Initiates goal-setting for the Membership Development Committee, incorporating input from WILPF US members and tracking the MDC's progress in accomplishing the established goals.
- Encourages the Membership Development Committee to meet the goals of building leadership, recruiting new members, retaining members and building and supporting branches.
- Develops a relationship and works closely with staff on membership matters.
- Coordinates Membership Development Committee meetings/conference calls
- Serves on the Steering Committee, so participates on all Steering Committee conference calls.
- Designates one committee member to be an ombudsperson for addressing member concerns and complaints and another to serve as liaison to WILPF US at large members.
- Appoints Membership Development Committee members so as to seek to represent geographic diversity and a range of other facets of WILPF US members.
- When the WILPF US national congress includes a Leadership Institute, serves on the Leadership Institute Committee of the national congress or designates a Membership Development Committee member to do so.
- Provides a periodic written report of progress and concerns at board meetings.

### **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 policy decisions 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 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(s)**

- 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
- Encourage and activate WILPF members