



WCC Individual Board Members' Responsibilities

Primary Responsibilities

- ξ Support the mission of the WCC.
- ξ Attend all regular and special meetings of the board.
- ξ Attend all board and committee meetings and functions, such as special events
- ξ Serve on a committee and/or attend at least one committee meeting monthly.
- ξ Sign the WCC policies as required (such as Conflict of Interest and Code of Ethics).
- ξ Assist & contribute to the annual review of all staff and authorize any changes in compensation.

Additional Responsibilities

- ξ Stay informed about the organization's mission, services, policies and programs
- ξ Review agenda and supporting materials prior to board and committee meetings
- ξ Serve on committees or task forces and offer to take on special assignments
- ξ Inform others about the organization
- ξ Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
- ξ Keep up-to-date on developments in the organization's field
- ξ Follow conflict of interest and confidentiality policies
- ξ Refrain from making special requests of the staff
- ξ Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements

Terms

- ξ Each director shall serve a term of two (2) years. A member may serve on the Board as many times as s/he may be elected; no term limit being herein specified.

Time Commitment

- ξ Each director is committed to dedicating on average 10 hours a month to volunteer time. Officers around 20 hours per month.