



## Long Tom Watershed Council Board Member Position Description

**Position:** Director, Board of Directors (formerly known as Steering Committee)

**Reports to:** Chairperson

**Purpose:** Board members are our most important links to the community, and are essential volunteers in leadership and follow-through. They collectively provide guidance and governance for the organization.

**Term:** 4 years, renewable

**Commitment:** A commitment to serve on the Board carries with it certain expectations, both formal and informal. In return, your Board colleagues and Council staff are committed to making your Board service rewarding and enjoyable, and to help you exercise your special skills and talents.

### **Skills and Qualifications:**

- An enthusiasm for the mission, goals, and vision of the Long Tom Watershed Council, and for the methods we use to approach the issues (positive, proactive, collaborative).
- A willingness to assume leadership
- Good communication skills and/or a willingness to listen and ask questions
- A commitment to actively participating in Board meetings
- Willingness to commit to and follow the bylaws
- Willingness to make an annual financial contribution to demonstrate leadership in meaningful giving to the organization.

### **Board Member Responsibilities:**

#### Governance

1. Actively participate in Board meetings, committees and Council activities.
2. Ensure organizational structure and administrative systems are adequate, appropriate, and meet legal requirements.
3. Ensure the board works effectively.

#### Advocacy

1. Speak well of the Long Tom Watershed Council.

2. Market LTWC services, programs and benefits to the community.
3. Serve as a liaison to groups in the community and network with individuals that have influence related to the work of the Council.

#### Planning and Policy Development.

1. Participate in short and long range planning activities.
2. Oversee policy development.
3. Proactively address policy and development issues.

#### Finances

1. Exercise fiduciary responsibility.
2. Oversee all financial resources belonging too or passing through the Council.
3. Manage and maintain assets and property, and their proper use.
4. Contribute financially to the Council's work.

#### Human Resources

1. Evaluate, support, and oversee the Executive Director.
2. Set personnel policies, working conditions, grievance procedures.
3. Recognize members & volunteers; help them participate.

#### Resource Development

1. Actively assist with fundraising efforts.
2. Give to the Long Tom Watershed Council, if possible, at the level that you feel is meaningful and within your ability.
3. Actively lead or assist in the cultivation of relationships with potential donors and community partners.
4. Participate in Council special events.

#### **Time Commitment**

- 10 Board meetings per year (each meeting is approx 2.5 hours long)
- At least one Committee (6-20 hours per year)
- Council meetings (1-2 per year in your watershed area) and Annual Meeting

**Compensation:** Board members are not reimbursed for their time as volunteers but may be reimbursed for special expenses (such as travel) incurred while participating on the Board of the Long Tom Watershed Council. Any donation of value (time, travel, expenses) to the Council can be used as match funding on our grant applications!

## Support given to Board Members by LTWC Staff

1. Attends to the details of meetings and other administrative functions and informs the Board members in a timely manner.
2. Provides adequate preparation for meetings.
3. Provides complete and accurate information as required or requested
4. Uses Board members' time judiciously.
5. Meets agreed-upon deadlines or provides notification if they cannot be met.
6. Provides prompt response to requests for information.
7. Returns phone calls and emails promptly.
8. Demonstrates candor and respect in individual and organizational relationships.

## Resources

1. [www.longtom.org](http://www.longtom.org) The Long Tom Watershed Council
2. Board Service in Oregon, pamphlet from Oregon Dept of Justice, [www.doj.state.or.us/charigroup/pdf/nonprofit.pdf](http://www.doj.state.or.us/charigroup/pdf/nonprofit.pdf)
3. [www.boardsource.org](http://www.boardsource.org) National nonprofit that supports Board members
4. [www.boarddevelopment.org](http://www.boarddevelopment.org) National nonprofit that supports Board members
5. [www.nonprofitexpert.com](http://www.nonprofitexpert.com) National nonprofit that supports Board members
6. Lane Community College, Non Profit Management Program notebook, "Session 10: Roles and Responsibilities" (at council office)
7. [www.oregonwatersheds.org](http://www.oregonwatersheds.org) Network of Oregon Watershed Councils
8. The Oregon Plan for Salmon and Watersheds: [www.oweb.state.or.us](http://www.oweb.state.or.us)
9. Oregon Watershed Enhancement Board: <http://oregon.gov/OWEB/WSHEDS/index.shtml>