



## **National Women's Council Board of Directors Description**

In an effort to ensure that all board members understand their role with the National Women's Council, an outline of board membership requirements is provided below.

### **Qualifications**

- Must be employed by a member corporation or organization
- Must possess an understanding of the value of diversity and inclusion
- Must be committed to the vision and mission of the National Women's Council
- Must have company commitment and support
- Must possess the authority within the company to make decisions, recommendations, be an advocate to senior management, and influence change
- Must commit to a two-year term

### **Responsibilities**

- **Support the Executive Director and Review His or Her Performance**
  - The board should ensure that the executive director has the moral and professional support he or she needs to further the goals of the organization. The Executive Director, in partnership with the entire board, should decide upon a periodic evaluation of the Chief Executive's performance.
- **Ensure Effective Organizational Planning**
  - As stewards of an organization, boards must actively participate with the staff in an overall planning process and assist in implementing the plan's goals.
- **Ensure Adequate Resources**
  - One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The board should work in partnership with the executive director and development staff, if any, to raise funds from the community.
- **Manage Resources Effectively**
  - The board, in order to remain accountable to its donors, the public, and to safeguard its tax-exempt status, must assist in developing the annual budget and ensuring that proper financial controls are in place.



- **Determine and Monitor the Organization's Programs and Services**
  - The board's role in this area is to determine which programs are the most consistent with an organization's mission, and to monitor their effectiveness.
- **Enhance the Organization's Public Image**
  - An organization's primary link to the community, including constituents, the public, and the media, is the board. Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from important members of the community, are important elements of a comprehensive public relations strategy.
- **Serve as a Court of Appeal**
  - Except in the direst of circumstances, the board must serve as a court of appeal in personnel matters. Solid personnel policies, grievance procedures, and a clear delegation to the executive director of hiring and managing employees will reduce the risk of conflict.
- **Assess Its Own Performance**
  - By evaluating its performance in fulfilling its responsibilities, the board can recognize its achievements and reach consensus on which areas need to be improved. Discussing the results of a self-assessment at a retreat can assist in developing a long-range plan.
- **Time Commitment**
  - Quarterly meetings and/or conference calls. The frequency of meetings and/or conference calls can be adjusted, as appropriate to perform the duties and responsibilities outlined above.

### **Requirements**

- Attend regularly scheduled board meetings
- Pay membership dues and other National Women's Council financial commitments in a timely manner
- Recruit corporate members
- Participate in all National Women's Council events as a sponsor, planning committee member, volunteer, and/or attendee
- Serve on a committee



**Skills Needed**

- Good written and oral communication
- Leadership
- Creativity
- Flexibility
- Team-Oriented
- Passionate about progression and development of Women's Issues