**RESPONSIBILITIES**

1. Determine mission, purpose and strategic direction of the organization
   1. Review and amend as appropriate, to clearly articulate the organization’s mission, accomplishments, and goals to the public to garner community-based support
   2. Have a strategic plan, and revisit it often
   3. Have an annual plan of work that is annually evaluated to assess programs and services for their effectiveness and consistency with WPWA mission
2. Select, support, and evaluate an executive director
   1. Keep a job description listing responsibilities and expectations
   2. Ensure adequate moral and professional resources are available
   3. Conduct annual performance reviews and set appropriate compensation
   4. There exists a “succession plan” for departure of an executive director
3. Ensure adequate financial resources
   1. Approve an annual budget and monitor it quarterly
   2. Plan, through fund raising and grant writing, for fiscal sustainability
   3. Ensure proper spending, and use of financial assets
4. Build a competent board
   1. Be strategic about trustee recruitment, defining an ideal board composition based on the organization’s priorities and needs
   2. Have a process by which to vet board candidates
   3. Have clear expectations and responsibilities, in writing, for board candidates to assess and reflect upon in considering becoming a trustee
   4. Have an orientation process for new board members
   5. Annually evaluate board performance
   6. Adhere to established term limits for board members
   7. Every board member serves in an officer position during their board tenure, according to a schedule set annually during the election of officers following the annual meeting of the membership
   8. Every board member serves on at least one active committee
   9. The executive director is an ex officio member of the board of trustees
5. Ensure legal and ethical integrity
   1. Review bylaws periodically and amend as needed
   2. Ensure adherence to legal standards and ethical norms
   3. Form 990 is reviewed by the full board before it is filed

**EXPECTATIONS**

1. The board meets monthly, on the third Thursday of the month, to ensure we meet our responsibilities as a board in sustaining the fiscal health of the organization and in achieving its mission. It is a priority of board members to attend all board meetings, missing meetings only under exceptional circumstances
2. The board operates solely as a group, taking all official action at board meetings. Individuals who serve on the board have no special powers except at board meetings, or unless they are also officers who have clearly defined (in writing) responsibilities
3. Every board member makes an annual, personal contribution to the organization to the fullest amount possible based on their ability to give
4. Every board member participates in some aspect of fund raising activities
5. Every board member brings at least five (5) new memberships to the association each year
6. Board members act as stewards of the organization, representing and promoting its ideals, at functions and in one-on-one engagements, urging like-minded individuals and businesses to become supporting members.
7. Each board member signs a conflict of interest statement upon election to the board, and then on an annual basis throughout their tenure of service.