



## Room One Board Member Role Description

### General Board Information

- Boards act as a collective that holds great responsibility and power. No individual board member can act independently when making significant decisions.
- Boards ensure that an organization is thriving as a whole and are responsible to the broader community.
- Boards have a flexible structure that is governed by the bylaws that they create and can change.

### About our Board

- **Reflects our community.** Our board is composed of individuals who live in, work with, and stand by our community. We value different lived experiences and believe our board should look like our community entrusted to make important decisions.
- **Shares power.** Our board believes that in order to make wise decisions, we must trust the wisdom and voices of our community. Our board works with staff and community members seeking perspectives to make collective decisions with deep care.
- **Purpose and perspective.** Our board believes in centering Room One's purpose in all we do and deems it necessary to have board members whose perspectives are steeped in the Methow Valley's community. Our board members witness, feel, and understand the impact of Room One's work.

### Responsibilities of the Board

Room One is a community voice, powerfully advocating for the health and well-being of all people living in the Methow Valley.

As the nonprofit board governance body of the organization, the board is responsible for

- Determining and guiding the vision and mission of the organization
- Engaging in strategic and high-level organizational planning
- Enhancing the organization's public image

- Support fundraising and resource development
- Providing strong fiduciary oversight and financial management
- Assessing the board's own performance
- Selecting and evaluating the performance of the Executive Director

### **Responsibilities of Individual Board Members**

Each individual board member is expected to support the organization by:

- Knowing the Room One mission, policies, programs, and needs
- Serving as active advocates and ambassadors to advance the organization's mission
- Reading and working to understand the organization's financial statements
- Leveraging connections and resources to develop collective action to fulfill the mission
- Preparing for, attending, and meaningfully participating in monthly board meetings
- Listening to and respecting different opinions, handling disagreements in a healthy way, and striving to collaborate to reach common solutions
- Participating in one standing or ad hoc committee
- Identifying and leveraging personal connections and resources that can benefit the organization's fundraising and standing in the community
- Following the organization's bylaws, policies, and board resolutions
- Signing an annual conflict-of-interest disclosure and update it as necessary, as well as disclose conflicts-of-interest before meetings and actual conflicts during meetings
- Maintaining confidentiality about all internal matters of the organization

### **Commitment of Time:**

- Attend 75% of monthly board meetings per year
- Attend the Standing Committee and/or Ad Hoc Committee meetings on which the board member sits (number of meetings may vary)
- Board member time commitment may vary based on the different needs of the Standing and Ad Hoc Committees, timing of events, etc. Typically board members should be prepared to engage in 3-5 hours of committee service per month.

This page uses ideas and language from Rural People's Voice. We are grateful to follow their example of inclusive language for board description materials.