



BOARD MEMBER JOB DESCRIPTION

Partners for Rural Washington is a new nonprofit established in 2015. PRWA works with rural communities to develop their capacity to create a prosperous and sustainable future.

We seek to engage the most passionate and qualified advocates to move this mission forward. While the mission is noble, our intent will not be enough. Board membership entails commitment, engagement, and dependability.

The purpose of this corporation is create a positive climate for the advancement of policy issues, collaboration, innovation, best practices, attraction of resources and building rural leadership capacity. Working together with other Partners for Rural America to improve the quality of rural life. Our collaborative structure enables us to work with residents and policy makers to:

- Help them develop vitality-improving projects and initiatives
- Help them identify and reduce regulatory and other barriers
- Help them understand and address their community needs and build confidence in the local and regional development process to meet them.
- Serve as an experienced convener and vehicle for collaboration
- Tap into other resources to implement best practices, obtain technical assistance, identify funding sources and assist local leaders in community development

The Directors of PRWA represent a diverse group of sectors dedicated to our mission. The Board of Directors of the agency is tasked with the development of a new nonprofit organization. This includes setting the direction of PRWA by determining its mission, long range plans and policies. The Board as a whole is responsible for all decisions made by the Board. It is legally and ethically obligated to the public at large and to the clients it serves, and should act with good faith and prudence when exercising its fiduciary, goal-setting and oversight responsibilities.

RESPONSIBILITIES

- 1. Agency Development.** As a new nonprofit the Board Members will take on the responsibility of the oversight of the day to day operations of the agency until a time that full time staff can be hired to

run PRWA. This will include several duties such as contracting with consultants; budget development and management; managing relationships with vendors; funding raising and fund development;; strategic initiatives and planning; and, other operational duties.

- 2. Policy Administration.** The board establishes and sustains the corporate existence of the agency; Approves selection of legal counsel; Ensures that PRWA meets legal requirements for the conduct of agency business; Adopts by-laws and ensures that PRWA operates within them; Revises them when necessary; Determines the purposes and governing principles of PRWA programs; Hires and supervises staff; and, has ultimate responsibility for all activities of PRWA.
- 3. Evaluation.** The board reviews and evaluates PRWA operations and standards of performance; Monitors PRWA activities including reports of committees; Approves, modifies or rejects plans of committees or the Chief Executive Officer; Considers, debates and decides issues;and, sets operational policies.
- 4. Public and Community Relations.** The board understands the work of PRWA and advocates for it in the community; Ensures that services are responsive to, and meet the needs of, the rural communities.
- 5. Finance and Resource Development.** The board approves and monitors the annual budget of PRWA; Assures that PRWA's fiscal and physical assets are properly managed; Reviews and recommends approval of the annual audit as needed.

Board Members will take an active role in the resource development based on individual preference, capability, and expertise. Personal financial support is strongly encouraged. Other possible roles include identifying new sources of funding; participating in fundraising calls with current or prospective funders; helping to formulate fund development strategies/tactics; helping to develop informational materials. Members participation helps to ensure that adequate funds are available to support Impact's services and programs.

- 6. Personnel.** The board will development the job description and duties, selects, employs and evaluates the Chief Executive Officer; And, approves policies that govern the administration of personnel.
- 7. Board Membership.** The board recruits and selects Board members; Works actively to develop Board of Directors skills; And, selects board leadership.
- 8. Board Leadership.** Besides being members of the board, several board members will be asked to take on additional responsibilities as office holders and/or committee members. Board members may also be asked to represent PRWA at National and regional convening's of Rural Development Councils.

9. Requirements for Board Members

- Ability to donate additional time and or resources to the development of a new agency as needed while the agency in the development stage. Estimated time commitment is 10 hours a month. Contributes time and skills to the organization, and supports the organization financially to the best of his/her ability.
- Supports the mission and goals of PRWA.
- Attends board and committee meetings regularly, and notifies the PRWA Board Chair when unable to attend.
- Attends the annual board meeting and board retreat.
- Represents the organization to the community.
- Expands knowledge of board responsibilities through board orientation and ongoing education.
- Deals openly, candidly and respectfully with the PRWA Board of Directors, staff and volunteers.
- Board members are elected for terms of two to four years.
- Engagement in Fund Development Activities is expected to the best of his or her ability.