



## Board Member Job Description

The Wenatchee Valley College Foundation is governed by a volunteer board of directors. The board should represent the community the college serves. Board members play a crucial role in the foundation's success by providing oversight, directing strategic goals, making charitable donations, and creating connections.

### Title

Member of the Wenatchee Valley College Foundation board of directors.

### Reports To

Board president or vice president.

### Term

Three years, with unlimited renewal. Terms end in June of the third year.

### Expectations

- Regular attendance at board meetings. Board meetings are held the third Monday of each month at noon.
  - Board members are expected to attend 75% of full board and committee meetings for the year. If 3 consecutive meetings are missed in a row, a member of the Executive Committee will reach out to the board member in question to discuss engagement.
- Attendance at the annual board retreat, typically held in September.
- Serve on at least one committee. Board members choose which committee they serve on and can change committees. Committee meeting times can be found on the committee description sheet. At times, ad-hoc committees may be convened. Each committee has specific expectations of members.
- Make a personal contribution to the foundation at a meaningful level. Our goal is for 100% of board members to make a charitable gift each year.
- Provide fiscal oversight by reviewing financial statements, approving the annual budget, and understanding the foundation's financial position.
- Act as an ambassador to the community for the foundation by making connections, sharing our mission, and referring potential donors or board members to the Executive Director.
- Attend events & activities hosted by the foundation or college.
  - Board members are expected to volunteer at 2 foundation events per year. Volunteer activities include but are not limited to networking/mingling, set up, clean up, speaking, etc.
- Volunteer as a scholarship evaluator at least once per year. Training and a scoring rubric are provided. Board members can choose which scholarship application cycle to evaluate (e.g., fall, winter, or spring).

- Complete an annual commitment form, which includes the foundation code of ethics and conflict of interest disclosure.

#### Time Commitment

- Board members can expect to spend about 2.5 hours in business meetings each month (full board @ 1.5-hour, committee @ 1 hour).
- The annual board retreat is half day or full day, hosted in Wenatchee.
- Time to volunteer at events varies but is at least 2 hours.
- Scholarship evaluation takes about 3 hours per cycle.