



BOARD MEMBER JOB DESCRIPTION

- PURPOSE:** The Wenatchee Valley College Foundation, hereinafter referred to as the Corporation, exists for the exclusive purpose of encouraging, promoting, and supporting education programs, scholarly programs, scholarly pursuits, athletics, alumni relations, and future development in connection with Wenatchee Valley College.
- TITLE:** Member, Wenatchee Valley College Foundation Board of Directors
- REPORTS TO:** Board President or Vice President
- MISSION:** Assist in identifying, cultivating, soliciting, and stewarding alumni and friends of the college; raise funding in support of scholarships, programs, and special projects; open doors for foundation involvement with individuals and businesses; serve the board as a voting member, develop policies, procedures and regulations for the operation of WVCF; monitor finances of the organization, its programs and performance; be knowledgeable about the agreement between WVC and WVCF and the bylaws.
- TERM:** Three years; board terms begin in July and run for three years through June of the third year.
- EXPECTATIONS:**
- Regular attendance at scheduled board meetings (September – June).
 - Serve on at least one committee, approximately 1-2 hours per month.
 - Participate as an ad hoc committee member, as needed.
 - Attend board workshops, retreats, and other board development activities.
 - Attend and participate in at least two college or foundation events annually.
- BOARD COMMITMENTS:**
- Identify, cultivate, and introduce prospective donors and future board members to the Executive Director or appropriate committee chairperson.
 - Guard against any personal or business-related conflict of interest situations. Sign a Conflict of Interest form, annually.
 - Contribute direct financial support to the foundation. Board members are asked to make a gift that is significant and meaningful to them, understanding that everyone's financial situation is different. Our goal is to achieve 100 % board participation in making charitable gifts in support of our mission.
 - Be informed on issues and agenda items in advance of meetings.
 - Contribute skills, knowledge, and experience when appropriate.
 - Listen respectfully to other points of view, accept and support board decisions.
 - Maintain confidentiality of the board.
 - Comply with applicable laws and regulations.