



## Luckiamute Watershed Council Board Member Position Description

**Position:** Member, Council Board

**Reports to:** Board Chair

**Purpose:** Board members are our most important links to the community, and are essential volunteers in leadership and follow-through. They collectively provide guidance and governance for the organization.

**Term:** 3 years, renewable

**Commitment:** A commitment to serve on the Board carries with it certain expectations, both formal and informal. In return, Board colleagues and Council staff are committed to making Board service rewarding and enjoyable, and to help Board members exercise special skills and talents.

### **Skills and Qualifications:**

- An enthusiasm for the mission, goals, and objectives of the Luckiamute Watershed Council, and for the methods the LWC uses to approach the issues (positive, proactive, collaborative).
- A willingness to assume leadership
- Good communication skills and/or a willingness to listen and ask questions
- A commitment to actively participate in monthly Board meetings
- Willingness to commit to and follow the Council Charter

### **Board Member Responsibilities:**

#### Governance

1. Actively participate in Board meetings, committees and Council activities.
2. Ensure organizational structure and administrative systems are adequate, appropriate, and meet legal requirements.
3. Ensure the board works effectively.

#### Advocacy

1. Speak well of the Luckiamute Watershed Council.
2. Market LWC services, programs and benefits to the community.

3. Serve as a liaison to groups in the community and network with individuals that have influence related to the work of the Council.

#### Planning and Policy Development.

1. Participate in short and long range planning activities.
2. Oversee policy development.
3. Proactively address policy and development issues.

#### Finances

1. Exercise fiduciary responsibility.
2. Oversee all financial resources belonging too or passing through the Council.
3. Manage and maintain assets and property, and their proper use.

#### Human Resources

1. Evaluate, support, and oversee the Coordinator.
2. Set personnel policies, working conditions, grievance procedures.
3. Recognize members & volunteers; help them participate.

#### Resource Development

1. Actively assist with fundraising efforts.
2. Actively lead or assist in the cultivation of relationships with potential donors and community partners.
3. Participate in Council special events.

#### **Time Commitment**

- Monthly Board meetings (preparation time and each meeting is approximately 2 hours long)
- Volunteer time to help with a committee, fundraising, or other activity to the best of each Board member's ability.
- One or more special Council events per year (for example Adopt-a-Road clean-up, Annual meeting, LSNA tours, etc.)

**Compensation:** Board members are not reimbursed for their time as volunteers but may be reimbursed for special expenses (such as travel) incurred while participating on the Board of the Luckiamute Watershed Council. Any donation of value (time, travel, expenses) to the Council can be used as match funding on grant applications!

## Support given to Board Members by LWC Staff

1. Attend to the details of meetings and other administrative functions and inform the Board members in a timely manner.
2. Provide adequate preparation for meetings.
3. Provide complete and accurate information as required or requested.
4. Uses Board members' time judiciously.
5. Meet agreed-upon deadlines or provide notification if they cannot be met.
6. Provide prompt responses to requests for information.
7. Return phone calls and emails promptly.
8. Demonstrate candor and respect in individual and organizational relationships.

## Resources

1. [www.luckiamutelwc.org](http://www.luckiamutelwc.org) The Luckiamute Watershed Council
2. Board Service in Oregon, pamphlet from Oregon Dept of Justice, [www.doj.state.or.us/charigroup/pdf/nonprofit.pdf](http://www.doj.state.or.us/charigroup/pdf/nonprofit.pdf)
3. [www.boardsource.org](http://www.boardsource.org) National nonprofit that supports Board members
4. [www.boarddevelopment.org](http://www.boarddevelopment.org) National nonprofit that supports Board members
5. [www.nonprofitexpert.com](http://www.nonprofitexpert.com) National nonprofit that supports Board members
6. Lane Community College, Non Profit Management Program notebook, "Session 10: Roles and Responsibilities" (at council office)
7. [www.oregonwatersheds.org](http://www.oregonwatersheds.org) Network of Oregon Watershed Councils
8. The Oregon Plan for Salmon and Watersheds: [www.oweb.state.or.us](http://www.oweb.state.or.us)
9. Oregon Watershed Enhancement Board: <http://oregon.gov/OWEB/WSHEDS/index.shtml>