



Luckiamute Watershed Council Board Member Position Description

Adopted April 8, 2021

Position Description

Board members provide the leadership and guidance necessary for the Luckiamute Watershed Council (Council) to carry out its mission.

Board members work collectively and individually through committees to use their skills and talents to support all aspects of the organization.

The term of service is three (3) years with no limit to the number of terms. The Council is committed to making Board service a rewarding and enjoyable experience.

Skills and Qualities

- Show enthusiasm for the mission, goals, and objectives of the Council and for the methods used to address issues in the watershed. The approach of the Council to our mission is positive, proactive, and collaborative.
- The ability to listen, ask questions, share expertise and perspective, and actively participate in monthly Board meetings and at least one committee.
- Commitment to follow Council bylaws and policies.

Responsibilities

Governance

- Actively participate in Board and committee meetings and Council activities.
- Assure that operational systems and policies are adequate, appropriate, and meet legal requirements.
- Identify and assist in the recruitment and orientation of new Board and committee members.
- Assist, support, and evaluate the Executive Director. Participate in the hiring of a new Executive Director when necessary.

Advocacy

- Serve as an ambassador for the Council to the community and various networks.
- Support and promote Council programs.

Financial Oversight and Resource Development

- Act in the best interests of the organization, those it serves, and its donors and funders.
- Oversee all financial resources, assets, and property managed by the Council.
- Understand and approve the Council's annual budget.
- Develop leads and cultivate relationships with potential donors. Actively assist with fundraising efforts and events.

The LWC's mission is to engage and assist landowners and communities in the voluntary protection, restoration, and enhancement of the Luckiamute and Ash Creek watersheds.

Time Commitment and Compensation

Board members can expect to spend an average of 5 to 10 hours per month participating in Board and committee meetings and attending Council activities. Time listed includes preparation time reading agendas, minutes, and reports, completing follow-up action items, and attending occasional events. Board members may accept additional responsibilities such as minute taking, chairing committee meetings, or hosting events as they see fit.

Board members receive no compensation for participation in Council activities. Per Council policy, with prior approval from the Board, Board members may be reimbursed for special expenses (travel, event registration, room costs, etc.) incurred as a result of participation in Council-related activities.

Support given to Board Members by LWC Staff

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

Resources

- BoardDevelopment, www.boarddevelopment.org
- BoardSource, www.boardsource.org
- Luckiamute Watershed Council, www.luckiamutelwc.org
- Nonprofit Association of Oregon, <https://nonprofitoregon.org/>
- Network of Oregon Watershed Councils, www.oregonwatersheds.org
- Oregon Department of Justice, A Guide to Nonprofit Board Service in Oregon, www.doj.state.or.us/charigroup/pdf/nonprofit.pdf
- Oregon Watershed Enhancement Board, <https://www.oregon.gov/oweb/Pages/index.aspx>