

BOARD MEMBER EXPECTATIONS AND JOB DESCRIPTION

1. **Working Board:** The AFFEW Board of Directors (Directors) is a working board. AFFEW has no staff and the Board of Directors, with the assistance of AFFEW members and volunteers, is responsible for all aspects of planning and delivering its programs, projects and events as well as being responsible for AFFEW's governance and finances.

The Directors contribute significantly to AFFEW through their work on specific projects, programs, events, and fundraisers.

2. **Solicitation of Others.** Directors should be prepared to solicit new members and contributions on behalf of AFFEW from sources identified by the board or the development department as prospects. Funding is critical to AFFEW and is a board responsibility.
3. **Advocacy and Networking.** Directors are asked to be strong advocates for AFFEW within the community.
4. **Showcasing AFFEW in the Community.** AFFEW strives to showcase its programs, projects and events as widely as possible. Directors are asked to help with this effort by identifying groups and events at which AFFEW might speak on behalf of the organization.
5. **Building the Organization.** Building the board, AFFEW membership and volunteer base is a continual process. Directors are asked to help AFFEW find new directors who support AFFEW's mission, are willing to advocate on behalf of AFFEW, who will work well with other members of the board. Directors are also asked to facilitate the involvement of members and volunteers in the planning and delivery of AFFEW's programs, projects and events

AFFEW BOARD OF DIRECTOR JOB DESCRIPTION

LENGTH OF TERM

- Each Director shall serve a two-year term from the effective date.
- Currently there are no term limits.

TIME COMMITMENT REQUIREMENTS

- The Board of Directors meets every month for an average of 2 hours per meeting.
- Directors are encouraged to attend the annual membership meeting. Directors are asked to commit the time needed to other Directors, AFFEW members and volunteers to plan and deliver AFFEW's programs, projects and events. Each Director should expect to be significantly involved in planning and delivering at least one AFFEW program, project or event per year.
- All Directors are encouraged to attend the annual Earth Day event and other AFFEW sponsored events and programs as appropriate and within the director's available time.

GENERAL QUALIFICATIONS

Each Director should have the skills or attributes described below:

Organizational History and Mission; Ethics

- Possess an understanding and appreciation of, or a willingness to learn, the history and mission of AFFEW.
- Demonstrate high ethical standards and integrity in his or her public conduct.

Knowledge and Experience

- Possess experience in and knowledge of (or willingness and ability to obtain knowledge of environmental issues sufficient to enable the individual to be an effective board member.)

GENERAL EXPECTATIONS AND RESPONSIBILITIES

Each Director is expected to:

- Have the ability to participate effectively in board meetings, including articulating and responding to alternative viewpoints through effective communication.
- Be willing and have the ability to devote the time required to be an effective Director and to attend at least 75 percent of the board meetings (in person or virtually).
- Be willing and have the ability to commit the time and effort needed for AFFEW to plan and deliver its programs, events and projects.
- Commit to attend events designated for Directors designed to integrate the board and acquaint Directors with one another and/or AFFEW members, and other special functions as requested.

- Adhere to AFFEW policies, including maintaining the confidentiality of AFFEW information and conflict of interest disclosure procedures.
- Be willing to consider new ideas and changes in historic practices, consistent with the mission, principles, and values of AFFEW.
- Possess the ability to make independent decisions, unencumbered by material conflicts of interest.
- Consistently act in good faith and in a manner which reflects the best interests of AFFEW, its members and volunteers and the communities it serves.