



WAUNAKEE NEIGHBORHOOD CONNECTION (WNC) BOARD OF DIRECTORS JOB DESCRIPTION

Mission Statement

WNC respects and cares for the community by connecting partners and neighbors to provide resources and tools to those in need.

Position

As a member of the Board, you will support the work of WNC and provide mission-based leadership and strategic governance. While day-to-day operations are led by WNC's Executive Director, the Board-Executive Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Service on WNC's Board of Directors is without remuneration.

This is an extraordinary opportunity for an individual who is passionate about WNC's mission and who has a track record of leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

Board terms/participation

1. Terms for voting members are one, three-year term with eligibility to serve additional terms if reelected.
2. Board meetings are generally held on the 2nd Wednesday of each month from 8am-10am. Board of Directors who shall be absent from two (2) regular meetings of the Board of Directors within any 12-month period shall automatically be dropped from membership on the Board, unless confined by illness or absence approved by the Board. Allowance for extenuating circumstances will be made.
3. Board members will have exhibited a desire to serve, coupled with a passion to support the organization through committee activity and financial means. So that WNC can credibly solicit contributions from foundations, organizations, and individuals, WNC expects to have 100 percent Board Member participation. Each Board Member will make an annual contribution that is commensurate with their capacity.

Sustainability Responsibilities Include:

- Recruit at least (20 participants) for WNC's Horrible Holiday Sweater Shuffle
- Recruit 1 team (6 people) for the Annual WNC's Big Waunabowskee Bowlathon
- Recruit at least 1 family (4 people) for WNC's Moonlight Masquerade Mash
- Participate in Partner Related Fundraisers
- Annual Contribution

Other Responsibilities

- Serving as a trusted advisor to the Executive Director as he/she co-develops and implements WNC's strategic plan
- Reviewing outcomes and metrics created by WNC for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Approving WNC's annual budget, business decisions, and audit reports; being educated about, and assuring all legal and fiduciary responsibilities are met
- Contributing to an annual performance evaluation of the Executive Director
- Assisting the Executive Director in identifying and recruiting other Board Members
- Partnering with the Executive Director and other board members to ensure that board resolutions are carried out
- Responding in a timely manner to all WNC communications from Executive Director and/or other Board member
- Chairing and/or serving on committees or task forces and taking on special assignments
- Submitting monthly reports for board review
- Representing WNC to stakeholders and partners; acting as an ambassador for the organization

*To better prepare you as a WNC board member, you will be asked to participate in the following prior to officially becoming a board member.

- Volunteer: Volunteer with a Specific Program or Service in WNC's store, either in the BBB Room or Sorting Room
- Donor: Participate in a Business Development Project – meet with donors
- Board: Understand the world of Non-Profits and how governance works
- Client: Serve as a Personal Shopper