Board Member Job Description

Expectations of Board Members
In agreeing to serve on the Board, an individual is demonstrating a commitment to the mission and purpose of the YWCA Mankato and to participate in the work of the Board.

Basic Commitments Required
- Attend Board meetings (held every month on the second Thursday from 4 pm – 5 pm).
- Actively serve on a minimum of one Board committee (Executive, Development, Finance), event committee (Women of Distinction, GOTR 5K, Amazing Race, Women’s Leadership Conference, or It’s Time to Talk: Forums on Race) or significantly engage within a programming area (Women’s Leadership, Girls Programming, New American Families, Racial Justice).
- Assist with fundraising development
  - Assist in identifying donor prospects: individuals, corporations, and foundations.
  - Assist in identifying and securing event, program, or organizational sponsorships.
  - Assist and participate in fundraising events.
- Make an annual financial contribution.
- Serve as an Ambassador of the YWCA in the community.
  - Develop a “Pride of Ownership” in the YWCA Mankato and in the quality of its programs, events, staff, Board, and volunteers.
  - Participate in a majority of YWCA programs, events and fundraisers.

Specifically, Board Members are expected to:
- Participate in Board orientation, discussion, interaction, decision-making, voting, planning, and the overall work of the Board.
- Take policy and decision-making responsibilities seriously. Base decisions on reliable information. Pursue the warning signs of possible problems. Register dissent respectfully if you feel the Board is making a mistake. Consider the effects of any action on the rights of others.
- Maintain confidentiality of Board discussions and all information that is not public.
- Act in accordance with the Conflict of Interest Policy.
- Participate in planning, monitoring and evaluating YWCA goals and strategic planning.
- Understand and respect the differing roles of Board, Executive Director, and staff, and operate within established policies and procedures.
- Work through the Board and Executive Director. Share comments related to the evaluation procedures of the Board (performance or behavior) with the Board Chair. Share comments related to the performance or behavior of the Executive Director with the Board Chair. Staff must approach the Board through the Executive Director. If a staff member has concerns regarding the performance or behavior of the Executive Director, these should be shared with the Board Chair only. If other Board members are approached, refer the staff to the Chair.
- Be accountable for the financial management of the YWCA, including adoption of the annual budget and any budget revisions and reviewing the annual audit. Ensure the YWCA uses sound business practices.
Conflict of Interest
No member of the Board of Directors will vote on any matter in which, to her or his knowledge, the Director, or the Director’s immediate family or partner, or an organization in which the Director is serving as officer, trustee, partner, employee, or independent contractor has a direct or indirect conflict of interest as defined by the policies of the Board of Directors. A Director will disclose fully the nature of any potential conflict of interest; and failure to do so will be cause for immediate removal from the Board of Directors.