

Purpose:

The LWVIL Board shall manage and supervise the business and activities of the LWVIL consistent with the instruction of the convention.

Board members are fiduciaries whose oversight steers the organization toward a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as ensuring the nonprofit has adequate resources to advance its mission.

Function:

Board members have no special privileges, prerogatives, or authority; board members do have certain responsibilities as individuals.

The board must meet in accordance with the bylaws to make organizational decisions.

The board shall create and designate such committees as it may deem necessary. All committees report to the LWVIL Board.

The following standing committees serve the board of LWVIL:

- Communications
- Development
- Executive Committee - determined by bylaws
- Finance
- Governance
- Issues and Advocacy
- Membership
- Voter Service

Refer to separate committee charters for the specific purposes of each committee.

LWVIL Board of Directors Purpose and Responsibilities

General Expectations of all Board Members

1. Know and adhere to the organizations' mission, vision, values, beliefs, intentions, purposes, goals, programs, bylaws, policies and procedures.
2. Serve in leadership positions or undertake special assignments willingly when asked.
3. Welcome information and seek the best available advice, but reserve the right to arrive at decisions independently.
4. Seek guidance from the board when a situation is unclear.
5. Speak for the board or organization only when authorized to do so by the President.
6. Promote and protect the LWVIL logo and name in compliance with the related policies of the parent organization, League of Women Voters.

Relationship with Organization Staff

1. Adhere to policy regarding day-to-day administration of organization and tasks of all staff. Work with staff as a partner in carrying out the mission and vision of the organization, maintaining board oversight while not interfering with functions.
2. Do not ask special favors of nor issue directives to the staff.
3. Receive from the Executive Committee and review the annual evaluation of the Executive Director.

Fiduciary Responsibilities

1. Exercise prudence in the budgeting and expenditure of the organizations' funds.
2. Understand the organization budgets, financial statements and position. Maintain current knowledge of the financial statements and position. Otherwise, assist the board fulfill its fiduciary responsibility.

LWVIL Board of Directors Purpose and Responsibilities

Development

1. Board members are expected to contribute a financial gift that is significant for one's means.
2. Board members are expected to assist with aspects of fund development consistent with goals established by Development Committee.

Meetings

1. Prepare for and participate in board and committee meetings according to guidelines, including suggesting agenda items and providing briefing materials for board and committee meetings to ensure that significant policy-related matters are addressed.
2. Serve on committees as assigned.
3. Ask timely and substantive questions at LWVIL board and committee meetings consistent with one's conscience and convictions, while supporting the majority decision on issues decided by the board. Accept as routine that decisions must be made by majority vote and will at times not be the personal preference of all board members. Once a decision is made, no matter one's vote, the decision becomes the Board decision, supported by all.
4. Participate in LWVIL organization events and development activities such as Issues Briefing, Lobby Days, Conventions, fund appeals, fundraising events, donor gatherings etc.

Specific Assignments

1. Represent the organization at meetings, state League Councils/Conventions, field service training, etc.
2. Serve as a liaison to assigned local Leagues with duties as outlined by Membership Committee.

LWVIL Board of Directors Purpose and Responsibilities

3. Receive from Issues and Advocacy annual review of, and approve coalition memberships for the organization and the League representative(s) for the coalition.
4. Recruit and nominate representatives of LWVIL to serve on the board of inter-league organizations (ILOs), in accordance with the membership rules and bylaws of the ILO.
5. Recruit members of the specific committee of which the LWVIL Board member is assigned. Encourage leadership in these committee members in order to promote a line of succession to the LWVIL Board.

LWVIL Board of Directors Purpose and Responsibilities

ACKNOWLEDGEMENT:

I acknowledge having read and received a copy of this LWVIL Board Member Roles and Responsibilities document and I promise to commit to a culture of respect, trust, and participation in support of the LWVIL mission.

I also acknowledge that by interviewing for and accepting a board position with LWVIL I agree to be bound by all policies and procedures which govern the operation of the LWVIL.

I further acknowledge that I am willing to voluntarily resign from the LWVIL Board of Directors if I feel that I cannot support LWVIL policies and procedures that have been approved by the LWVIL Board.

Print Name: _____

Signature: _____

Date: _____

Please make a copy of this form for your personal records and return one signed copy to cwilliams@lwwil.org.