



## Whatcom Literacy Council Board Member Position Description

SCOPE: Board members have a commitment to the work and plans of the Whatcom Literacy Council.

- Mission: To empower adults to achieve their goals and change their lives through literacy.
- Vision: Every adult in Whatcom County attains the literacy skills they need to thrive.

WLC is funded by corporate and community donations, United Way, board fundraising, special events, and private foundation grants. The volunteer Board establishes the vision for the organization, formulates policy, determines the budget, carries out its fiduciary responsibilities, and works in conjunction with the Executive Director on fundraising. The Executive Director, hired and supervised by the Board of Directors, is responsible for overseeing all programs and staff (including hiring and firing), and assumes a major role in fundraising.

RESPONSIBILITIES and EXPECTATIONS: Board members serve three-year terms and may serve nine years or a total of three consecutive three-year terms. Board members will:

- Participate in Board meetings, the annual board retreat, and other board development opportunities, including adequate preparation by reading all materials prior to the meeting and being prepared to discuss and decide upon issues
- Share expertise and knowledge, and actively participate on at least one committee
- Participate both personally and financially in annual fundraising events including:
  - Trivia Bee
  - Literacy Breakfast
  - Run for Literacy
- Make a financial contribution
  - Every Board member is asked to make an annual contribution that is significant to him or her
  - Other contributions that would represent a significant commitment for special projects and campaigns, including but not limited to financial donations, in-kind donations and/or donations of volunteer time and expertise
  - Provide introductions or channels for professional alliances to support WLC activities as possible
- Act as WLC Ambassadors
  - Become and remain knowledgeable of the WLC mission, goals, and statistics so that members will be able to advocate for WLC support when the opportunity arises
  - Introduce your network of friends and co-workers to WLC
  - Invite people you know to participate in events such as the Literacy Breakfast, Run for Literacy and Trivia Bee
  - Support board member recruitment work
- Demonstrate open communication and best practices while serving as a member of this group.
  - Visit WLC office and/or a program site annually and share the experience with board
  - Respond promptly to communications and involve all board members as appropriate
  - Act professionally and with integrity in all aspects of your role as a board member
  - Approach the work of the organization in a spirit of cooperation, creativity, collegiality, integrity, and respect.

APPROVED March 26, 2013