



Board Leadership Descriptions 2014-2015

Incoming Board Chair

This is a three-year commitment. During the first year, the Incoming Chair serves on the Board of Directors. Works closely with the Chair and the Program Director. Leads special planning initiatives, e.g., member engagement, strategic planning. Performs Chair responsibilities when the Chair cannot be available. Acts as advisor to committee chairs in addition to serving as an ex-officio member of committees.

In the second year, this position serves as the Chair and is the lead representative of the organization. Works closely with staff, especially the Program Director, in achieving the organization's mission. Provides leadership to the Board of Directors, which sets policy and to which the Program Director is accountable. Plays a leading role in fundraising activities. Communicates regularly with committee chairs. Develops and implements officer transition plans. Serves ex-officio as a member of committees.

In the third year, this position serves on the Board as chair of the Nominating Committee.

TIME COMMITMENT for Board Chair: 25-30 hours per month.

Secretary

The Secretary is a member of the Board. In coordination with staff, maintains records of the Board and ensures effective management of organization's records. Handles special correspondence as assigned by the Chair.

TIME COMMITMENT: 2-3 hours/month.

Incoming Treasurer/Finance Committee Chair

This is a two-year commitment. During the first year, the Incoming Treasurer works closely with the Treasurer/Finance Committee Chair. Oversees finance/accounting work of staff. Performs Chair responsibilities when the Chair cannot be available.

The second year, as Chair, this position leads the Finance Committee. Manages finances and fiscal matters of the organization. Manages the budget process and provides annual budget to the Board for approval. Ensures development and Board review of financial policies and procedures. Works with Program Assistant to reconcile the monthly financial statements.

KNOWLEDGE/SKILLS NEEDED: General finance/accounting knowledge (e.g. balance sheet, income statements), budget planning and budget review experience.

TIME COMMITMENT: 5hours/month.

Audit Committee Chair

Responsible for overseeing regularly scheduled audits, including selecting the auditing firm and defining the scope of the audit. Serves as compliance officer under WIF's whistleblower policy. The Audit Committee provides oversight and management of the Board Member conflict of interest policy. Leads organization's annual assessment.

TIME COMMITMENT: 2-3 hours/month

Communications & Marketing Committee Chair:

Responsible for planning and some execution of internal and external communications including member communications, social media marketing, public relations, press releases, and special publications. Must ensure photos/stories are captured from every WIF event. Creates annual communications plan and recruits members to implement the plan.

Knowledge/Skills needed: General communications understanding of writing/editing, photography, graphic design and social media.

TIME COMMITMENT: 5-10 hours/month.

Community Impact Chair:

Responsible for the ongoing evaluation of approved WIF grants. Monitoring includes providing interim reports to the Board and Final Report to the membership on status of projects and their impact in the community. Coordinates grantee communication with staff.

Prerequisite: at least one year's experience on the Grants Committee.

Knowledge/Skills needed:

TIME COMMITMENT: 10 hours/month, primarily during the summer/fall for site visits and reviewing grantee reports

Development Committee Chair:

Responsible for working with members and committees to facilitate fundraising activities to include securing (1) sponsorships for key WIF programs and events and (2) internal (including the WIF Annual Fund) and external funding opportunities to support ongoing operations. Develop fundraising plan for the year in coordination with the Finance Committee and Program Director. Provide active stewardship, along with Program Director and Board Chair, of existing donors/sponsors. Identify and build relationships with broad network of potential supporters.

TIME COMMITMENT: 5-10 hours/month.

Member Education Committee Chair:

Responsible for planning and coordinating educational programs for the membership on community issues and philanthropy. Programs held throughout the year include two large events: Social Hour for Social Issues and Wine & Wisdom, and a variety of smaller events including Lunch & Learn opportunities. Coordinate with Special Events Committee to plan the Annual Meeting.

Knowledge/Skills needed: Knowledge of Charlotte/Mecklenburg, critical issues and key players. Enjoys planning thought-provoking programs and has connections/resources to pull them off.

TIME COMMITMENT : 5-10 hours/month.

Grants Committee Chair/Incoming Chair:

This is a two-year commitment. The first year, Incoming Chair works closely with the Grants Chair. Performs Grants Chair responsibilities when the Grants Chair cannot be available. The second year as Chair, is responsible for supporting work teams in researching, identifying and nominating projects/programs for funding and ensuring that the grant-making process is interactive and inclusive. Current focus areas: arts & culture, education, environment, health, and human services. Works with staff to ensure timely and accurate communication with the non-profit community.

Knowledge/Skills needed: Excellent communication, organization skills, problem-solver

Prerequisite: One year's experience as a grants work team leader.

TIME COMMITMENT: 15 hours/week as Grants Committee Chair; for Incoming Chair, 15 hours/week during active committee review process.

Membership Committee Chair:

Responsible for the recruitment, engagement and retention of members, member satisfaction and new member orientation. Plan/coordinate recruitment events. Develop active member engagement activities. Oversee mentor program.

Knowledge/skills needed: Enthusiasm and knowledge of WIF, its benefits and processes; broad networks of members and non-members.

TIME COMMITMENT: 15-20 hours/month.

Special Events Committee Chair:

Responsible for managing the planning and logistics of the WIF Annual Meeting (May). Assist in the planning and support of all WIF events, including Social Hour for Social Issues and other education programs. Serves as resource to other committees regarding event locations and caterers.

Knowledge/skills: knowledge of event locations, caterers and other food/beverage providers; good at project management and follow-through.

TIME COMMITMENT: 10-15 hours/month prior to and during major events.

At-Large Directors:

There are 3 - 5 at-large positions on the board. Work on special projects assigned by the Chair, including member engagement strategies.

Skills/knowledge: knowledgeable about the nonprofit sector and/or philanthropy.

TIME COMMITMENT: 2-3 to 10-15 hours/month, depending on special assignments.