



**Our mission:**  
**To foster action to protect, enhance, restore and revitalize  
the Slough and its watershed.**

## **COUNCIL BOARD MEMBER JOB DESCRIPTION**

The Columbia Slough Watershed Council is a 501c-3 non-profit organization. The Council Board Members serve on the Board of Directors. The board as a whole has the responsibility for governing the entire organization. The board is responsible for determining agency policy in the following areas: Human Resources, Planning, Finance, Development, Community Relations and Operations. Council Representatives share responsibilities in these key areas:

### **Human Resources**

- Board membership, which includes recruiting and orienting new council members, training, evaluating and recognizing existing members and providing members with opportunities to grow and develop as leaders.
- Selecting and supporting the Executive Director, including reviewing performance regularly and providing on-going assistance as requested by the Executive Director.
- Personnel policies, including setting policy regarding salaries, benefits and grievance procedures.
- Volunteer involvement, which includes setting policy regarding how the organization treats, recognizes and celebrates its volunteers.

### **Planning**

- Set and review the organization's mission and goals on an annual basis.
- Plan for the organization's future, on a long-term and short-term basis.
- Decide and plan which projects and programs the organization will provide.
- Evaluate the organization's programs and operations on a regular basis.

### **Finance**

- Ensure financial accountability of the organization.
- Oversee an ongoing process of budget development, approval and review.
- Manage and maintain properties and investments the organization possesses.

### **Development**

- Ensure adequate resources to achieve the organization's mission and implement the organization's programs and projects.
- Participate in fundraising activities based on the individual's skills and background.
- Make a financial contribution to the organization to the best of one's ability.

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### **Community Relations**

- Ensure that the organization's programs and services appropriately address community/constituents needs.
- Promote the organization to the general public, including serving as an emissary of the organization to the community.
- Promote cooperative action with other organizations, including activities and occasions when the organization should take part in coalitions, joint fundraising, etc.

### **Operations**

- Ensure that the organization's administrative systems are adequate and appropriate.
- Ensure that the board's operations are adequate and appropriate.
- Ensure that the organizational and legal structures are adequate and appropriate.
- Ensure that the organization and its representatives meet all applicable legal requirements.



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**Requirements for Board Service**

- A demonstrated interest in the organization's mission and goals.
- Specific experience, knowledge, or the willingness to acquire it in at least one area:
  - Human Resources, Planning, Finance, Development, Community Relations, or Operations.
- Representative of a key aspect or segment of the population of the community.
- A willingness to expand knowledge or board responsibilities through orientation and ongoing training.
- A commitment to represent the organization to members of the community.
- A willingness to serve on at least one standing or ad-hoc committee.
- Six to ten hours per month, distributed approximately as follows:
  - 3-4 hours Board meetings (preparation and attendance)
  - 2-3 hours Committee meetings (preparation and attendance)
  - 1-3 hours Special requests