



WHWF Board Member Job Description

Title: Member, Women Helping Women Fund (WHWF) Board of Directors (unpaid position)

Term: Three years, July – June; renewable by invitation for second three year term (maximum six years)

Board Type: This is a hybrid board which is a combination of a working and governance board that means every board member shares the responsibility for day-to-day work with the staff to meet the goals of the organization and to provide direction to office staff in the areas of allocations, communications, development, finance and governance.

Primary Responsibilities: Fundraising to meet our mission, developing strategy for the organization, and executing the planned projects and initiatives as defined in committee charters.

Expected meeting attendance:

- Regularly attend monthly board meetings as scheduled (11 per year); maximum 2 absences per year. May be held in-person or virtually.
- Attend and actively participate in committee meetings usually one per month
- Attend annual board retreat – typically ½ day in August
- Attend and fully participate in special events and other board development activities as may be scheduled from time to time

Obligations of the board:

- Establish or approve organizational policies as needed
- Secure underwriting funds and community donations to support the organization's operational needs and the community grant recipients
- Ensure financial stewardship is adhered to, including ongoing review of financial position and providing due diligence of grantees
- Maintain and update long-range plans for the organization
- Maintain appropriate confidentiality regarding board correspondence, donors, grant recipients, and all personnel matters

Specific duties:

- Attend meetings and show commitment to board activities
- Be well-informed on issues and agenda items in advance of meetings
- Contribute skills, knowledge, and experience
- Listen respectfully to other points of view
- Participate in organizational decision-making
- Participate in budgeting process

- Financially support the organization as a member of the Collective Giving Community (minimum \$25/month). Also responsible for annual board dues currently set at \$85/year intended to cover board events held during the year).
- Assume leadership roles- including committee chairmanship
- Professionally represent the organization to the community
- Educate yourself about the needs of the community we serve
- Serve as a Team Captain for the Spring fundraising event
- Assist with underwriting activities, including fundraising calls, and communications and solicitations with donors.

Preferred Qualifications:

- Prior volunteer experience serving on a non-profit board
- General awareness of and/or passion to serve the needs of our community
- Ability to effectively work with and communicate with a wide variety of individuals
- Experience in multiple skill areas identified for our board to successfully function which include: Leadership, Business Ownership/Operations, Management/Human Resources, Fund Development, Financial Expertise, Strategic/Organizational Planning, Legal/Risk Management, Research/Data Analysis, Advocacy/Community Engagement, Social Services/Public Policy, Marketing & Communications, Event Planning, and Non-Profit Management.



Mission Statement:

Empowering Spokane area women and children to achieve their full potential, by building a strong, diverse community of educated, engaged, and strategic givers.

Vision:

A healthy, safe and vibrant community where woman and children flourish.

Values:

- **Integrity**

We act honestly, ethically, and compassionately in all we do, recognizing that decency, fairness, caring, respect and purposeful acts of appreciation generate trust and enduring relationships.

- **Accountability**

We are committed to exercising adaptive learning, comprehensive oversight, transparency, and fiscal responsibility with our community investments and initiatives.

- **Innovation**

As community thought leaders, we maintain the highest consistency and standards in all we do, striving to provide innovative solutions and continuous improvement.

- **Collaboration**

We invite diverse opinions and ideas within our organization. We value partnership, teamwork and cooperation in our community work to achieve our mission through collective giving and education.

- **Education**

We educate our members and community about the issues facing women, children and families. Through evidence-based decision making, we aspire to create positive change on key issues resulting in lasting change.

- **Equity**

We strive to create an environment where everyone is heard, treated fairly, and provided an equal opportunity to succeed.