



BOARD MEMBER RESPONSIBILITIES & CHARACTERISTICS

Individual Responsibilities:

1. *Understand the Foundation's mission, goals and policies.*
2. *Consider participating in at least one committee/task team; offer to take on special assignments.*
3. *Prepare for and actively participate in at least three general Board meetings (Aug, Nov, Jan, Mar), the Board retreat and the annual meeting (Sep). Generally, Board meetings are 6:30p – 8:30p the 3rd Wednesday of said month at the Chapter Office in San Francisco.*
4. *Attend wish training and commit to fulfill at least one wish or serve as a wish escort.*
5. *Support the Foundation's special events through attending (Monterey Bay Gala, SFPD Challenge, Wine and Wishes, Croquet Invitational, Walk for Wishes) and/or selling tickets/tables, soliciting for/donating auction items.*
6. **Annual Giving:** *Actively participate in fundraising (can include event support) and generate at least \$9,000 (one wish) in funding from individual or corporate giving (\$1,000 should be a personal gift).*
7. **Endowment Giving:** *Make a significant personal financial contribution to the Endowment, at least as large as other philanthropic gifts, payable over 5 years.*
8. *Must have access to e-mail.*
9. *Inform others about the Foundation (distribute your MAW business cards, speak of your wish story)*
10. *Follow conflict of interest and confidentiality policies assist the Board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.*
11. *Suggest possible nominees to the Board who can make significant contributions to the work of the Board and the organization.*
12. *Work with the Executive Director and the Board committee structure; refrain from making special requests of the staff.*

Group Responsibilities/Participation:

13. *Select and evaluate the Executive Director.*
14. *Maintain a self-assessment process that enables the Board to comment on the strengths and weaknesses of its own performance.*
15. *A periodic review of the mission statement.*
16. *Special Board training workshops on topics such as fundraising, planning and finances.*
17. *A well-planned discussion on the scope of the Board's work, such as the committee structure, role of the advisory Board, the content and conduct of Board meetings, how to increase diversity, etc.*
18. *Presentations by outside consultants or staff experts on trends in the organization's mission area.*
19. *A well-planned and carefully scheduled Board retreat.*
20. *Special workshops and/or conferences offered by local organizations and MAWFA.*

Personal characteristics*

Ability to: *listen, analyze, think clearly and creatively, work well with people individually and in a group.*

Willing to: *prepare for and attend Board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way, open doors in the community, evaluate oneself.*

Develop certain skills if you don't possess them already: *cultivate and solicit funds, cultivate and recruit Board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.*

Possess: *honesty, sensitivity to and tolerance of differing views, a friendly, responsive and patient approach, community-building skills, personal integrity, a developed sense of values, concern for the Foundation's development, a sense of humor.*

**From Six Keys to Recruiting, Orienting, and Involving Nonprofit Board Members.*