

West Virginia VOAD

Board Member Job Description

A board member's principal responsibilities are to be legally, fiscally, and morally responsible for the overall activities of WV VOAD. A board member is also expected to fulfill certain duties in WV VOAD's planning, governance, operations, and audits.

A. BOARD AS A WHOLE RESPONSIBILITIES

WV VOAD is an organization that mitigates and alleviates the impact of disasters, provides a forum promoting cooperation, communication, coordination, and collaboration; and fosters more effective delivery of services to communities affected by disaster. WV VOAD and thereby the board is committed to diversity, equity, and inclusion within the VOAD movement. As the decision-making body at the highest level of organizational leadership, the board plays a critical role in creating an organization that prioritizes, supports, and invests in diversity, equity, and inclusion.

1. Protect Identity and Vision:

- Ensure WV VOAD's mission, core values, vision, and strategic plan are reflected in its programs
- Adopt and revise a strategic plan or defined strategic direction at least every three years to five years
- Assure that WV VOAD's strategic priorities are adequately reflected in its board-approved annual budget
- Ensure continuity of leadership at all levels of the VOAD movement including board, committee, and State/Territory VOAD membership

2. Develop Resources:

- Adopt policies related to funds to be pursued and/or accepted in support of WV VOAD's strategic plan
- Develop robust relationships, policies and practices that inspire members and partners to make annual membership contributions to its operating budget
- Seek ways to enhance the public image and brand recognition of the organization

3. Conduct Oversight:

- Conduct an annual performance review of the Executive Director and determine compensation package
- Assure for up-to-date financial policies and procedures
- Provide for full financial accountability and transparency and at least an end of year financial review
- Approve significant program and service changes, and unbudgeted operating expenses and capital expenditures

- Assess board's performance biennially as the governing body of WV VOAD

4. Support Operations

- Establish and designate sub-groups such as committees and task forces deemed appropriate or expedient for the furtherance of the objectives and purposes of WV VOAD
- Ensure that management has established appropriate policies to define and identify conflicts of interest throughout the organization and is diligently administering and enforcing those policies
- Review compliance with relevant material laws affecting the organization

B. RESPONSIBILITIES AS AN INDIVIDUAL MEMBER

Serving WV VOAD is an amazing opportunity, privilege, and an honor that must be taken very seriously. It is incumbent that board members act on behalf of the good of WV VOAD as opposed to the good of any other individual organization, professional or personal interest.

1. Protect Identity and Vision:

- Know WV VOAD's mission, policies, programs, and needs
- Follow WV VOAD's bylaws, policies, and board resolutions

2. Develop Resources:

- Confirm that the member's organization has submitted dues within the fiscal year and is in compliance with the WV VOAD membership agreement
- Serve as an active advocate and ambassador for WV VOAD
- Leverage connections, networks, and resources to develop collective action to fully achieve WV VOAD's mission

3. Conduct Oversight:

- Prepare for, regularly attend, and conscientiously participate in board meetings
- Faithfully read and understand WV VOAD's financial statements

4. Support Operations:

- Maintain confidentiality regarding personnel and other matters that may be required by law
- Sign an annual conflict-of-interest disclosure and update it during the year as may be necessary; disclose potential conflicts before meetings and actual conflicts during meetings
- Consider making a personal financial commitment to WV VOAD
- Participate fully in one or more board standing committees
- Serve as board liaison to one or more WV VOAD committees