



NeighborWorks of Western Vermont Board Member Job Description

Mission

The mission of NeighborWorks of Western Vermont (NWWVT) is to strengthen the development of a regional economy by promoting safe, efficient, and stable housing, and community projects through education, technical assistance, and financial services. NWWVT helps individuals develop self-reliance through education, counseling, technical, and financial services.

Board Composition

The board can include up to 21 members. At least 51% of the Board shall be residents of the counties served by the organization. Remaining positions shall be filled by government representatives from the municipalities within the geographic areas served and representatives from the business community.

General Expectations of the NeighborWorks of Western Vermont Board Members:

- Develop and implement organizational policies that support the mission of NWWVT.
- Participate in regular Board meetings and be an active member of at least one committee. More specifically, this includes:
 - Attending all Board meetings and relevant committee meetings. If you are unable to attend, please contact the President or the appropriate Committee Chair.
 - Prepare for meetings and stay engaged with Board and committee activities by reading Board packets, committee meeting minutes, dashboards, and other materials.
 - Actively engaging in meetings by participating in discussion, asking questions, and providing advice and knowledge when appropriate.
 - Volunteering for and willingly accepting assignments and completing them thoroughly and on time.
- Understand NWWVT's mission, strategic plan, values, programs, and services by:
 - Reading the material provided
 - Attending and/or participating in NWWVT's programs and activities, when appropriate.
 - Attending Board orientations
- Provide fiduciary oversight, including but not limited to:
 - Setting overall fiscal policies and ensuring appropriate internal controls
 - Approving the annual budget and carefully monitoring the financial reports
- Actively participate in strategic planning sessions and retreats.
- Participate in a Board assessment every 2-3 years
- Be alert to community concerns that can be addressed by NWWVT and bring those concerns to organization leadership
- Be an ambassador for NWWVT and promote the organization's mission and programs to the community.
- Support Board recruitment activities by suggesting possible nominees to the Board.
- When necessary, participate in the selection of the Executive Director.
- Oversee, counsel, and support the Executive Director as appropriate, and participate meaningfully in the annual evaluation of the Executive Director.



Legal Responsibilities of Board Members

Nonprofit corporation law outlines standards of conduct and attention that a Board member must meet in carrying out their responsibilities to NWWVT. These standards fall under the following categories:

- *Duty of Care*: a Board member must exercise reasonable care when they make a decision as a steward of the organization. This includes:
 - Maintaining independence and objectivity.
 - Never accepting (or offering) favors or gifts from (or to) anyone who does business with NWWVT.
 - Safeguard the financial security of NWWVT by understanding and participating in the control and transfer of funds, including, but not limited to, developing the annual budget and ensuring that proper financial controls are in place.
 - Reading and understanding NWWVT's financial statements.
 - Understanding NWWVT's corporate organizational chart: subsidiaries, partnerships, etc.
- *Duty of Loyalty*: a Board member must give undivided allegiance and act in NWWVT's best interest when making decisions.
- *Duty of Obedience*: a Board member is not permitted to act in a way that is inconsistent with the central goals of NWWVT. Thus a Board member should:
 - Maintain confidentiality in keeping with the By-law provisions of Executive Session and the confidentiality policy.
 - Be sensitive to even the appearance of a conflict of interest. Disclose any possible conflicts to the Board Chair in a timely fashion and abstain from voting on any related matters.
 - If a Board member wishes to publicly express a view differing from and/or in opposition to a NWWVT position, ensure that any comments are clearly identified as personal and not reflective of the organization's views.