

# PACIFIC NORTHWEST TRAIL ASSOCIATION

## VOLUNTEER POSITION DESCRIPTION: **BOARD MEMBER**

### Purpose and Scope of Work

The Board is responsible for overall governance, strategic and programmatic oversight of the organization and makes all final decisions regarding finances and strategic matters.



### Qualifications

- Ability to listen, analyze, think clearly and creatively, and work well with people individually and in groups.
- Willingness to prepare for and attend board and committee meetings; ask questions, take responsibility and follow through on a given assignment; open doors in the community; contribute personal resources, time, energy, and expertise.
- Possess honesty, sensitivity to and tolerance of differing views, community building skills, and concern for the PNTA's development.



### Responsibilities

- Identify and articulate the mission and vision of the organization
- Set organizational policies and establish priorities and goals for the Executive Director
- Regularly attend board and committee meetings as scheduled (in person or virtually), and be well-informed on issues and agenda items in advance.
- Establish policies that govern the implementation of organizational plans and purposes.
- Determine the long and short-range objectives for the organization.
- Ensure the organization has adequate finances and that money is spent responsibly.
- Annually adopt the budget and monitor it on a regular basis.
- Oversee fundraising efforts and capital campaigns.
- Donate to the organization in a personally meaningful way.
- Establish compensation for and evaluate the performance of the Executive Director.
- Represent the PNTA to the public and to community partners.
- Actively participate on at least one board committee.

#### For more information, contact:

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