



Board Membership Job Description

Wonderland board members are seen as ambassadors who proudly promote the agency's mission every day of the year, not just during meetings or events. Similarly, the board of directors respects the time, skills, and community reach of its members. The scope of the volunteer job is outlined below.

Report to: Board President
Purpose: Support Wonderland Child & Family Services in all ways
Term: One year
Average time commitment: 3-4 hours/month

Wonderland is looking for commitment from the heart and specific to each member's interests. Wonderland asks that each member's commitment, once made, be kept for his or her full term or renegotiated with sufficient time to accommodate the new request. Board members report the greatest level of enjoyment, connection with other members, and board productivity when they embrace the duties outlined below:

Duties:

- ❖ Serve the board as a voting member
- ❖ Serve as a fiduciary and oversee finances of the organization
- ❖ Develop governing policies and procedures
- ❖ Engage in planning and actions to ensure the sustainability of organization's mission through its programs and performance
- ❖ Attend monthly or bi-monthly board meetings (in person or by phone)
- ❖ Join at least one committee (finance, program, community, governance)
- ❖ Attend the annual board retreat
- ❖ Attend the annual meeting
- ❖ Attend and support agency fundraising and friendraising events
- ❖ Assist in the procurement of revenue through contributions, fundraising, and contacts, and facilitate the acquisition of other funding sources (grants, contracts, fees for service)
- ❖ Remain updated and informed about the mission of the organization, population(s) served, and their needs and current programs
- ❖ Be aware of the history of the organization, the niche of the organization within the community, and trends
- ❖ Make an annual contribution of any level that is meaningful to the member and may include in-kind contributions of goods or services, direct monetary contributions, or in-direct monetary contributions of donations by associates, workplace matching, etc.