



Board of Directors Roles & Responsibilities

(Elected positions are two-year terms)

As defined by the Bylaws, any power not designated in these Bylaws, the Articles of Incorporation, or otherwise specified in the DC Code shall rest with the Board of Directors. The Board of Directors shall govern the business and affairs of the Corporation. Regular meetings of the Board of Directors shall be held at least four (4) times in each organization year. Meetings shall be held at such place and time as designated in the meeting notice.

Responsibilities include:

- Attend all Board meetings.
- Responsible for setting policy and direction of organization.
- Oversees budget and program planning of WGR.
- Serves as a Board Liaison for a task force and/or committee as prescribed by the President.
- Assist with event planning as needed.
- Act as a mentor to women in the field of government relations.
- Actively recruit members and leaders and encourage engagement.
- Write updates for website and marketing emails as needed.
- Use social networking and the WGR Community as a marketing tool to the best of your abilities.
- Actively recruit organizations to learn more about WEN and participate in prospecting breakfasts.
- Promote Job Board to job seekers and employers.

Time Commitment:

- Board Retreat (TBD)
- At least 7 Board Meetings (out of 9) *generally on Fridays from 12-2*
- At least 1 New Member Orientation (out of 4)
- At least 2 Leadership Training Roundtables (out of 4)
- DEI Summit (June)
- Attend four signature events and End of Year Celebration (December)
- Networking happy hours, events and conferences when possible
- Mentoring Program participation (spring/summer)

Financial Commitment:

- Understand the budget, monthly financial statements and investment policy
- Understand the importance of WEN and the impact on the association budget
- Keep membership active and pay all dues and meeting invoices on time
- Submit expense reports promptly

- Secure at least \$2,500 in sponsorship per calendar year.

Board Liaison Responsibilities include:

- Serve as a liaison between TF and/or Committees, WGR professional staff, and the board
- Actively monitor, guide and support task force and/or committee leadership