

JOB DESCRIPTION:

Northwest Center for Alternatives to Pesticides (NCAP) Board Member

Mission: The Northwest Center for Alternatives to Pesticides works to protect community and environmental health and inspire the use of ecologically sound solutions to reduce the use of pesticides.

Title: Member, Board of Directors
Classification: Part-time, Volunteer position
Term: One year, with the option to serve multiple terms
Reports to: Board of Directors

Overview:

The purpose of the NCAP board of directors is to provide governance and oversight to the organization, in support of the mission and fiduciary health of the organization.

Duties & Responsibilities:

- **Governance**
 - Attend regular board meetings (typically, monthly by phone and one in-person meeting per year)
 - Review board agenda and supporting documents prior to the meeting and be prepared to ask questions or vote on items that require board approval
 - Participate in committees, as assigned
 - Serve as an officer of the Board, as elected
 - Oversee organizational policies and programs
 - Ensure that organization is complying with all relevant policies and establish new policies for effective management of the organization
 - Draft and vote on changes to organizational policies, bylaws, mission, etc.
 - Strategic planning
 - With staff and other board members, participate in the strategic planning process (typically, every three years) to maximize the mission of the organization
 - Review regular updates from staff on progress towards strategic plan goals and objectives
 - Ensure that annual budget and work plan aligns with strategic plan and organizational mission
- **Fiscal Management**
 - Review and approve annual budget
 - Review and approve financial reports and ensure that organization is operating within budget
 - Annually, review and approve the organizational 990 and audit or financial review documents.

- Declare any conflicts of interest in a yearly vested interest disclosure, and refrain from voting on any items for which you have a conflict of interest.
- **Personnel Oversight**
 - Work with staff to foster an environment of shared leadership
 - Ensure that personnel policies are up-to-date and that staff receive peer feedback on their performance
 - Approve staffing plan, including salary budget, health insurance and other benefits
 - Provide feedback on personnel questions, as assigned
 - In the event that the organization has an Executive Director, conduct the annual evaluation of the ED
- **Board Development**
 - Review applications and vote on any new members to the board of directors
 - Recruit, orient and mentor other board members, as assigned
 - Regularly assess board performance in all duties and responsibilities
- **Fundraising**
 - Give an annual donation, in an amount that feels substantial to you, to demonstrate your commitment to the organization
 - Actively participate in fundraising for the organization, in ways that are best suited to individual skills and organizational need

Qualifications:

- **Required Qualifications:**
 - Interest and commitment to the mission of the organization
 - Ability to maintain a high degree of confidentiality on all matters, as requested by staff or board
- **Preferred Qualifications (any):**
 - Prior experience in nonprofit organizations or on a board of directors
 - Demonstrated experience fundraising
 - Prior work or volunteer experience with agriculture, pest management, policy development or other areas relevant to NCAP's mission and program areas

For Questions or To Apply:

Email us at ncapboard@pesticide.org and tell us you are interested. We will contact you with application instructions.