

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
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. New board members join with an introductory term of one year, which can be renewed. Commitment of time is estimated at approximately 50 hours per year.

Duties & Responsibilities:

● **Governance**

- Attend regular board meetings (typically, three per year 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 regular feedback on their performance
 - Approve staffing plan, including salary budget, health insurance and other benefits
 - Provide feedback on personnel questions, as assigned
- Conduct the annual evaluation of the Executive Director

- **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.