

JOB DESCRIPTION:

Northwest Center for Alternatives to Pesticides (NCAP) Board Member

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 Ashley Chesser, Executive Director, at: achesser@pesticide.org



NORTHWEST CENTER FOR
ALTERNATIVES TO PESTICIDES

Northwest Center for Alternatives to Pesticides

PO Box 1393 • Eugene, OR 97440

www.pesticide.org

Board of Directors Candidate Application

Applicant Information:

Date: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Employer:

Name: _____

Your title: _____

Address: _____

Phone: _____ Email: _____

Type of business or organization: _____

Primary service(s) and area/population served: _____

Preferred method of contact:

How did you first hear about NCAP?

Please tell us about your experience with non-profits:

What passions draw you to serve on the board of NCAP?

Please tell us about your experience working on pesticide issues and/or philosophy regarding pesticide reduction?

Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, social). Prior board service is not a requirement.

Organization	Role/Title	Dates of Service	Person we can contact

Have you received any awards or honors that you'd like to mention?

How would NCAP benefit from your involvement on the board?

How can NCAP help you achieve your goals by serving on the NCAP board?

Do you work best in a group or independently? Please explain.

Skills/experience and interests

(Please mark whether you have skills/experience or have an interest in learning. Put S for skill, E for experience, I for interest in learning.)

	S	E	I		S	E	I
Finance, Accounting				Special events			
Personnel, human resources				Grant writing			
Administration, management				Fundraising			
Community service				Outreach, advocacy			
Policy development				Strategic Planning			
Program evaluation				Equity and Diversity Development			
Public relations, communications				Other _____			
Education, instruction				Other _____			

Please list any groups, organizations or businesses to which you could serve as a liaison on behalf of NCAP.

Please tell us anything else you'd like to share.

Please list three references that we can contact:

Name: _____ phone: _____

Name: _____ phone: _____

Name: _____ phone: _____

Thank you very much for applying!

Please return form to Ashley Chesser, Executive Director, achesser@pesticide.org

We will send an email confirmation when we have received your form.