



Empowering Organizations to Improve Results

Responsibilities of SWAE Board of Directors

Commitment	
<u>General</u> *support of all areas in entirety required	<ol style="list-style-type: none"> 1. <u>Serve as an Ambassador for SWAE</u> <ul style="list-style-type: none"> • Actively Participate in SWAE events, programs & activities • Promote the organization, its mission & vision, and its programs & activities • Help generate expansion & participation in SWAE offerings • Assist in identifying future board members • Participate in promoting SWAE’s Brand Name Recognition • Participate in advancing the organization’s public standing 2. <u>Establish Strategic Plans, Goals & Objectives</u> <ul style="list-style-type: none"> • Develop & establish the broad strategic directions of SWAE consistent with the mission, vision, Articles of Incorporation, Bylaws and <i>applicable laws</i>. • Assist in ensuring effective organizational planning • Determine, monitor and strengthen the organization’s programs and services • Assist in recruiting and orienting new Board Members • Participate in a semi-annual assessment of board performance 3. <u>Governance</u> <ul style="list-style-type: none"> • Determine policy • Support, select, advise and evaluate the Executive Director. • Govern organizational practices and policies in order to fulfill the <i>fiduciary</i> and legal obligations of a 501(c)3 non-profit organization. • Respond to Board of Directors communications in a timely fashion.
<u>Meetings</u>	<ul style="list-style-type: none"> • The Board meets 6 times per year, generally every other month on the 4th Wednesday. • Members are expected to prepare for, attend and actively participate throughout the year. • Members may periodically designate a representative to participate, or may participate via teleconference. • Meetings consist of a review of SWAE activities; provision of direction and decision-making on key issues; and development/approval of strategy, goals and objectives, and budgetary issues.
<u>Committees</u>	<ul style="list-style-type: none"> • An Executive Committee of the Board shall coordinate administrative matters of SWAE, subject to direction of the Board of Directors. Board members are encouraged to rotate participation in the Executive Committee. Positions include but are not limited to Chairperson, Vice-Chairperson, Treasurer and Secretary.

I have read and understand the above responsibilities required of me to serve on the SWAE Board of Directors, and shall carry out these roles and responsibilities to the best of my abilities.

Director

Date