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Member of the Board of Directors Job Description and Expectations

Mission: To implement natural resource conservation, managed growth, and sustainable rural economic development in Crawford, Grant, Green, Iowa, La Crosse, Lafayette, Richland, Sauk, and Vernon counties in southwest Wisconsin.

Vision: To be an incubator for innovative, economic, and sustainable use of local resources in the Southwest Badger RC&D area.

Purpose of Board: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Southwest Badger RC&D Council so as to support the organization's mission and needs.

***Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization and outreach
- Serve on at least one Council Committee as appointed by the Council President

**Members of the board share these responsibilities while acting in the interest of Southwest Badger RC&D Council. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of term: Three years - renewable, pending approval of the board. There is no limit to the number of terms a board member may serve.

Meetings and time commitment:

- The Council meets quarterly on the second Friday of the month in January, April, July, and October from 10:00 a.m. to noon. Meeting locations vary, but most often are held in Richland Center. Meetings typically last two hours.
- Council committees meet two to four times per year, depending on their current objectives.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of council, and serve on ad-hoc committees as necessary.

- Be alert to community concerns that can be addressed by Southwest Badger RC&D's mission, objectives, and programs.
- Help communicate and promote Southwest Badger RC&D's mission and programs to the community.
- Become familiar with Southwest Badger's finances, budget, and financial/resource needs.
- Understand the policies and procedures of Southwest Badger RC&D Council.
- County representatives are expected to regularly report back to the county as requested by the county.

Standing Committees:

Executive committee

The Executive Committee oversees the operations of the board and acts on behalf of the board when action is required between meetings. Any actions taken by the Executive Committee are later presented for full board review. The Executive Committee is also responsible for annual evaluations of the Executive Director. The Executive Committee is comprised of the four officers plus one additional representative appointed by the board president.

Finance Committee

The finance committee is responsible for overseeing the financial health of the organization. Responsibilities include: assisting with development of the annual budget; tracking the actual spending vs. budget; watching cash flow; reporting any financial irregularities, concerns, and/or opportunities to the board; recommending financial guidelines to the board; working with staff to design financial reports and ensure that reports are accurate and timely; overseeing short and long-term investments; recommending selection of the outside accountant/ auditor; conducting internal audit procedures; and advising the executive director and other appropriate staff on financial priorities and information systems, depending on committee member expertise. All of the financial policies of the Council are reviewed by the finance committee prior to Council approval. The Council Treasurer is the chair of the finance committee.

Marketing and Communications

The Marketing and Communications Committee is responsible for promoting the Council to the public and overseeing external communications. The committee is responsible for working with staff to develop/update the organizational marketing and communication plan; representing the Council to the community and the media/press; and enhancing the Council's image. The Marketing and Communications Committee also works with the Programming Committee to identify potential markets, their needs, and how to meet those needs with product, services, and/or programs; and how to promote and/or sell the programs.

Programming

The Programming Committee works with the Executive Director and partners to evaluate regional needs and develop the annual plan of work. Responsibilities include: overseeing new program development; monitoring and assessing existing programs; and facilitating discussions about program priorities for the organization. The Programming Committee works with the Marketing and Communications Committee to promote Council programs.

Board Development

The Board Development Committee is responsible for the health and functioning of the board. The Committee is responsible for recruiting new board members; meeting with prospective board members; recommending candidates to the board; recommending a slate of officers to the board; conducting orientation for new board members; organizing training for the entire board; and suggesting new, non-board individuals for committee membership.