



People Resources, Inc.

BOARD MEMBER JOB DESCRIPTION AND RESPONSIBILITIES

The Board of Directors is the governing and policy-making body of Meals on Wheels Yolo County. It authorizes and implements the program of action, approves the budget, controls its property, receives and acts on committee recommendations and directs the general operation of the organization. Our Board members represent a broad cross-section of the leadership of our Yolo County community. Each is very important to the Board, so an understanding is in order about responsibilities upon election.

Responsibilities:

- The Board of Directors is responsible to the mission of MOWYC.
- Familiarize yourself with the organization's policies, procedures, positions, & bylaws, so that you may become an informed representative of MOWYC.
- Abide by the bylaws of the organization.
- Review all Board materials and recommendations in advance of meetings, so that you can help the Board make effective and informative decisions.
- Serve as a voting member of the Board of Directors.
- Attend all regular monthly Board of Directors meetings, as well as any special meetings which may be called. (Failure to attend (3) consecutive Board meetings is cause for dismissal from the Board.)
- Enter into full discussion and participation in policy decisions affecting MOWYC.
- Maintain confidentiality of all Board meetings and committee meetings.
- Approve an annual budget of the organization & monitor financial performance.
- Promote the organization at all times & encourage individuals as well as businesses to support MOWYC by volunteering and/or making financial donations.
- Your participation is required for all MOWYC events. High visibility of our board is important, but it is understood that you cannot always be present. So, participation is measured in a variety of ways: financial contribution, help with setup/cleanup, selling tickets/sponsorships, attendance/networking at an event, etc.
- Offer suggestions that may improve our programs and internal operations.
- Although not likely, a Board member may encounter criticism of the organization and has the obligation to defend it against unfair criticism.
- Participate in the development, adoption and implementation of the organization's goals and objectives.
- Board members will endeavor to enlist the talents and energies of others in committees and other activities.

Qualifications:

- Understand and commit to the mission and objectives of MOWYC.
- Understand the organization's current positions and priorities.
- Demonstrate leadership in our projects.



MEALS on WHEELS YOLO COUNTY

TOGETHER, WE CAN DELIVER.

- Many Board documents and other information are transmitted electronically. You must have the electronic capability to open and print standard documents and attachments in Word, Excel and Adobe Acrobat formats.
- Each Board member will sign a Conflict of Interest statement each year.
- Each Board member will make an annual gift at a minimum of \$500 per fiscal year. This is a “give or get” gift; if a Board member brings in donations from friends, family, colleagues, etc., those gifts count towards the \$500. We do ask that a minimum of \$25 be donated on the Big Day of Giving website each year on our behalf, in order for us to be eligible for a prize drawing of organizations who have 100% Board giving.

Term of Office:

- Four years per term.
- Maximum of two consecutive terms.

Approximate annual costs:

- Each Board member will make an annual gift at a minimum of \$500 per fiscal year. This is a “give or get” gift; if a Board member brings in donations from friends, family, colleagues, etc., those gifts count towards the \$500. We do ask that a minimum of \$25 be donated on the Big Day of Giving website each year on our behalf, in order for us to be eligible for a prize drawing of organizations who have 100% Board giving.

Time Commitment:

- Each Board member is expected to fully participate in the functions, programs and projects of MOWYC. Each board member is expected to chair or co-chair at least one committee during the year. It is estimated that each Board member will devote about 40 hours of work each year to their Board role:
 - 10 Board meetings per year @ 1.5 hrs. each = 15 hours
 - Board meeting preparation: 10 x 1 hr. each = 10 “
 - Events: 3/year x 2 hrs. each = 6 “
 - Misc. = 9 “
 - Total *40 hours per year*
- Board meetings are currently held the last Tuesday of each month, from 5:00-6:30pm at the MOWYC main office in Woodland. (north of town...a couple of blocks from Interstate 5) Since March 2020, these meetings have been held electronically over Zoom. There is no meeting in August, and the December and November meetings are combined.

Board Composition:

- 7-15 Board members
- Of those members, the following officers are selected: Chair, Vice-Chair, Treasurer/Secretary and Immediate Past Chair, and these form the Executive Committee. These are one year terms.

A Board Member will not:

- Get involved in day-to-day management of MOWYC. The Board oversees a paid Executive Director for the purpose.
- Interpret policy in self-interest.
- Set policy as an individual.
- Sign contracts, or verbally or in writing obligate the organization legally or financially.
- Usurp the authority of the Chair or other officers.