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**GP- 4                      BOARD JOB DESCRIPTION**

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The job of the Board is to represent the members of WECU. As the representative of the members of the organization, the Board will require appropriate organizational performance throughout WECU. To distinguish its own unique job from the tasks of staff, the Board has the following job “products,” or outputs:

1. The link between the organization and the members.
2. Written governing policies which, at the broadest level, address:
  - a.     **ENDS:** Organizational impacts, and benefits for members.
  - b.     **Governance Process:** Specification of how the Board conceptualizes, carries out, and monitors its own task.
  - c.     **Board-CEO Relationship:** How power is delegated and its proper use monitored; the CEO’s role, its authority and accountability.
  - d.     **Executive Limitations:** Constraints on CEO authority that establish the prudent and ethical boundaries within which all CEO activity and decisions must take place.
3. Assurance of CEO performance through monitoring of Ends and Executive Limitations.

**Board Job Description and Commitment to Serve**

As a Director of WECU I fully commit to the mission and pledge to fulfill my duties and responsibilities to carry out this mission as follows:

- 1. Global Representation:** I commit to represent the broad interests of WECU's membership rather than a narrow personal or professional perspective or special interest. I understand I am expected to know, support and follow the mission, purpose, goals and policies of WECU at all times.
- 2. Board Development:** I commit to participate in ongoing board development customarily consisting of episodic presentations at regular board meetings, reading and study over the course of a year (20 to 40 hours), and participate in an annual board development and planning retreat (approximately 2 days). I commit to stay literate regarding the trends in the field and the performance expectations of boards of directors, I further commit to continued learning about WECU's policies, programs, operations, finances and challenges and opportunities. I will participate in new board member orientation and complete any required governance continuing education in a reasonable time.
- 3. Due Diligence:** I will attend board meetings (schedule determined annually), special board meetings (called as needed) and be available for phone consultation (on average 20 hours annually) as needed. I will familiarize myself with the agenda and background materials sent in advance (on average two to five hours preparation per meeting) and participate actively in the conduct of the meeting. My meeting participation should demonstrate respect for diversity of opinion, full disclosure of related information, and adherence to rules of decision making as determined by WECU bylaws and Governance Policies. I further commit to performing the duties of board membership responsibly and ethically, and to respect the confidentiality of issues of a sensitive nature brought before the board. I understand I am not to represent the board's positions to outside bodies without prior approval. I understand I am expected to support the decisions of the Board of Directors and provide dissent and questioning in private.
- 4. Technology:** Board members are required to have at least a working familiarity with common business technologies,\* have a reasonable understanding how to use those technologies, or show the aptitude and commitment to achieve working knowledge within 6 months of election or appointment, including the ability to use LYNC for any CMC (Computer Mediated Communication) board attendance.  
\*“Common business technologies” is defined as the ability to use a personal computer, use common business software, use email and browse the internet.
- 5. Fiduciary Responsibility:** I understand I am expected to be literate in organizational finance and capable of tracking and evaluating financial performance through regular reports from management. I currently have or will develop competence in judging annual budgeting processes

and be ready to accept accountability for the successful financial performance of WECU. I understand the fiduciary responsibilities of a board member. I understand I am expected to exercise prudence regarding personal expenses related to board business, travel or other assignment. I have signed the attached “conflict of interest” policy governing decision-making where I may face personal gain. I understand WECU is required to conduct a background check to assure I am bondable.

- 6. **Committee, Task Force, and Organizational Representation:** I understand I will be expected to serve on committees and, or, task forces. This service may require two to five hours of effort per month. I recognize Board members may also be called upon to represent the organization to internal and external constituents for special projects, negotiation, and planning or communication purposes.
  
- 7. **Officers:** I understand elected board officers may face additional time commitments to those listed above.
  
- 8. **Removal:** If I am not able to meet my obligations as a board member I will offer my resignation. I understand I may expect feedback about performance on the governing body from the Chairperson and, or, Executive Committee as part of the board’s annual self-assessment. I understand if I do not consistently meet expectations and commitments for board service I may be suspended or removed from office by action of the Board of Directors until a membership meeting is held in accordance with Article III of WECU Bylaws.. I understand overall board performance and my individual contributions may be assessed annually and improvement goals established for follow-up commitments.

Board Member Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_