



**International Women's Forum  
Northern California**

**Board of Directors**

**Guidelines and Expectations**

**2017**



## **Expectations and Guidelines for members of the Board of IWF Northern California**

*Adopted by Board August 2015*

### **Requirements for Board Service**

- 1) Has been an IWF NorCal member for at least 12 calendar months (at the time of election)
- 2) Full Member (during Board Term(s)) - paying full IWF NorCal dues (not Out-of-Area nor Dual membership)
- 3) Active Member (strongly desired)
  - a) Participation on a committee, or
  - b) Event coordination or planning
  - c) Has attended at least 2 events in the last calendar year

*Adopted by the Board December 2014*

### **Summary**

The Board of IWF Northern California is responsible for the management and strategic direction of our forum. While we can hire people or companies to help implement and deliver our plans, we are ultimately responsible for the results. As members of the Board, we have the prerogative to maintain the status quo or to make changes that will keep us vibrant and relevant to women of success in our community.

This is a working Board. There are no honorary positions. Taking on the responsibility of being a Board member for IWF-NorCal should be considered seriously as it will require your time and energy.

Major Responsibilities include:

Serving as an Officer or Chairing or participating in at least one committee (strongly desired) Please see a partial list of committees below.

Membership

OnBoarding/Retention

Programming & Events

Newsletter

Communication

Attending and participating in the majority of the Board Meetings (1-2 hours each)

Follow-through on commitments

Attending as many local events as possible including IWF Conferences (twice annually)



Category	Description	Measurement Criteria
<p><b>Board meeting attendance and participation</b></p>	<p>The Board meets approximately 10 times per year and lasts for 1-2 hours. The Board typically holds an annual Board retreat to set goals for the upcoming year and get new board members onboarded. This meeting is usually 6 hours and is held on a Saturday.</p> <p>Directors are expected to attend all board meetings and retreats. While an occasional absence is understood, it is expected that Board members will make every attempt to attend meetings (in person or by conference call).</p> <p>Directors should prepare for and participate in board meetings as well as take responsibility for making decisions on issues, policies and other board matters.</p> <p>If a Director must miss a meeting, it is her responsibility to contact the President of the Board as soon as possible. Whenever absent, Directors are responsible for staying informed about the activities as well as any decisions made by the board by reading the meeting minutes.</p> <p>Missing four meetings in one calendar year will be cause for the President of the Board to discuss the matter of attendance with the Director directly.</p>	<p>Board meeting attendance</p>



Category	Description	Measurement Criteria
<p><b>Committee Meeting Attendance and Participation</b></p>	<p>Committees are the main forum for accomplishing Board business. Directors are encouraged to serve as Officers or take on a functional responsibility on committees such as Membership, Newsletter, Programs &amp; Events, Communications, etc. as determined by the President and the needs of the Forum. These committees do not have Board power, but are formed with the purpose of accomplishing specific objectives outside the Board and reporting back to the Board with progress and plans.</p> <p>Committees are comprised of Board Members and Members.</p> <p>Directors are expected to participate actively on committees by completing assignments, fulfilling responsibilities, and attending a majority of committee meetings annually.</p>	<p>Committee meeting attendance</p>



Category	Description	Measurement Criteria
<p><b>Event Attendance</b></p>	<p>Directors are strongly encouraged to attend our three major Member Events (Annual Meeting, New Connections Luncheon, and Holiday Party). These three events are included in member dues and are the primary events attended by many members. Attendance at these events is a perfect opportunity to find out directly from members what they are thinking of the Forum and what they would like to see changed. It is also a way to relay a personal view of the direction and intent of our Forum and the global organization. Most important, it is an opportunity to make certain members who do not attend many events can find a connection to other members.</p> <p>Directors are encouraged to attend as many other IWF Northern California and Forum events as possible. Summer Camp gives each of us the best opportunity to really get to know each other and renew relationships. The IWF Leadership (North American) and Cornerstone (International) conferences are an excellent way to get to know IWF members from around the world and country.</p>	<p>Event attendance</p>
<p><b>Knowledge of the organization's mission, purposes, goals, policies, and programs</b></p>	<p>Board members are ambassadors to the broader organization and community. Whenever an opportunity arises to describe IWF-NorCal and IWF activities, Directors are expected to represent the organization in a positive and informed light.</p> <p>Directors must maintain appropriate confidentiality in regards to the Board's sessions and speak for the Board or organization only when authorized to do so.</p>	<p>Subjective</p>



Category	Description	Measurement Criteria
<b>Fiduciary Responsibilities</b>	Board members must read and understand IWF-NorCal's bylaws, and financial reports. It is the responsibility of each board member to help the board fulfill all its fiduciary responsibilities by ensuring that important financial obligations are being performed properly, such as 990 reporting to the Internal Revenue Service. Board members are expected to participate in the review and approval of the annual budget. At all times, Directors must adhere to the provisions of IWF-NorCal's by-laws and articles of incorporation.	Subjective
<b>Relationship with Staff</b>	IWF Northern California has very limited staff. It is expected that most of what a Board member does for IWF-NorCal, she will need to do herself. When contemplating the use of staff for a task taking more than an hour or two she should verify with the President that this is an appropriate use of limited staff time.	Subjective
<b>Support the IWF NorCal Legacy Foundation</b>	The IWF NorCal Legacy Foundation works to improve the status of women and foster the development of future women leaders. All members of the Board are expected to donate (any amount) to the IWF NorCal Legacy Foundation. *Updated May, 2016	100% Participation