

# Western Organic Dairy Producers Alliance

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## Board of Directors Job Description

**SUMMARY:** Members of the Board of Directors (Board) are elected by the WODPA membership at the annual meeting for 3 year terms. The Board is the legal entity to which WODPA's 501(c)(5) status was awarded. Board members have overall responsibility for WODPA as a corporation. They are charged with supervision and oversight which is the process by which they make decisions, delegate work and assure that decisions are carried out in the manner intended. While financial management is the primary focus of the Treasurer, the entire Board shares accountability for the financial health of the organization.

**ACCOUNTABILITY:** Board members act in a position of trust for the Western organic dairy community and are accountable to the Members and their fellow Board members.

### **DUTIES AND RESPONSIBILITIES:**

1. Attend all Board meetings.
2. Attend the annual business meeting.
3. Prepare for and participate in the discussions and the deliberations of the Board.
4. Actively participate in planning and decision making.
5. Serve on at least one committee and attend all of the meetings of that committee.
6. Support and participate in fund raising activities.
7. Contribute financially.
8. Be aware of responsibilities and take all such responsibilities seriously (i.e., legal, financial, planning, continuity, evaluation, selection and evaluation of Executive Director).
9. Perform oversight and be aware of all aspects of WODPA as a corporation.
10. Be a goodwill ambassador for WODPA.
11. Represent WODPA, at the request of the President, to other organizations, the media, and the public at large.
12. Be willing to assume leadership positions.
13. Serve as a resource of knowledge and counsel to the Executive Director, other Board members, and volunteers.
14. Recruit other volunteers.
15. Be a team player.
16. Foster a positive working relationship with other Board members, volunteers, and staff.
17. Maintain knowledge of WODPA and personal commitment to WODPA's mission, goals, and objectives.