

## **Climbing Wall Association Board of Directors Position Description**

**Purpose of the Board:** To govern and provide overall leadership for the CWA, to provide strategic direction for the organization; to oversee policy development for the organization; to oversee the organization's finances; to promote the organization's mission, goals, products and services; and to advise the Executive Director on the implementation of the organization's mission and goals.

### **Duties and Responsibilities**

The powers, duties, and responsibilities of the CWA Board of Directors are specified by statute, articles of incorporation, bylaws, and by resolutions of the board.

Members of the board of directors have a legal duty to be loyal, to act responsibly, and in the best interest of the Climbing Wall Association, Inc. Each member of the board is expected to contribute to the work of the association according to his or her best judgment, experience, and knowledge. Members of the board of directors share these responsibilities collectively:

**Organizational Leadership** – The board is responsible for providing overall leadership and oversight for the Climbing Wall Association Inc.

**Strategic Planning** – The board is responsible for the long range planning activities of the organization. The Board is also responsible for monitoring the organization's performance and effectiveness in meeting its long range goals and objectives.

**Policy Development** – The board is responsible for the oversight of CWA policy development and the approval of CWA policy. The board advises the CEO on matters regarding policy implementation.

**Board Development and Management** – The board is responsible for organizing its internal affairs including nominating and/or selecting appropriate members, selection of board officers, succession planning, evaluating its own performance and effectiveness, and management of board committees.

**Human Resource Management** – The board is responsible for hiring, oversight, development, and periodic evaluation of the performance of the CEO. The Executive Director is responsible for the hiring, oversight, direction, development, and evaluation of all other staff members.

**Finance** – The board is responsible for maintaining the organizations tax-exempt status and for overall financial oversight of the organization; including review, approval, and monitoring of the annual budget and quarterly financial reports.

**Fund Raising and Fund Development** – The board is responsible for the oversight of fund-raising and fund-development activities. The Board is also responsible for attracting resources to the organization. Each year the board commits to a fund raising goal which is part of the annual budget.

**Public Relations** – The board is responsible for promoting awareness of, understanding of, and support for the organization’s mission, programs, products, and services.

**Length of Term:** Board terms are three years in length, which may be renewed once, pending approval of the board.

**Time Commitment:** The board of directors meets face-to-face at least once per year; attendance at this meeting is required. Face to face meetings are typically no more than one or two days in length. Board members are expected to participate in quarterly business review conference calls. Board members are also expected to spend an average of one to two hours per week on CWA business. Committees of the board meet periodically throughout the year, according to their respective work agendas. Board members may be asked to attend special events or meetings throughout the year, as they are announced. Board members are required to participate in the face-to-face meeting and 75% of all other scheduled meetings; participation in scheduled meetings below 75% is grounds for removal.

**Compensation:** Members are not paid for their services. All reasonable and budgeted expenses connected with official CWA business may be reimbursed by CWA if the expenses are approved in advance and at the discretion of the CEO.

**Other Expectations of Board Members:**

- Active participation in board meetings.
- Attendance at special events.
- Participation on a standing or *ad-hoc* committee of the board as necessary.
- Become familiar with CWA’s budget, finances, and financial/resource needs.
- Develop a working understanding of the policies and operations of the CWA.
- Be alert to community concerns that can be addressed by the CWA.
- Donate or otherwise attract resources to the CWA.