

# Wiki Spot

## Member of the Board of Directors

### Job Description and Expectations

**Purpose:** To advise, govern, oversee strategy, policy and direction, and assist with the leadership and general promotion of Wiki Spot so as to support the organization's mission and needs.

**Mission statement:** We promote adoption of the wiki as a tool for building and enhancing communities and for educating the members of those communities.

#### Major responsibilities\*:

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach (25%)

*\*Members of the board share these responsibilities while acting in the interest of Wiki Spot. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

**Length of term:** One year, which may be renewed, pending approval of the board.

#### Meetings and time commitment:

- The board of directors meets once per month via conference call. Meetings typically last 90 minutes.
- Committees of the board meet an average of twelve times per year, pending their respective work agenda.
- Board members are asked to attend no more than four special events or meetings per year, as they are determined.

## **Expectations of board members:**

- Understand the policies and procedures of Wiki Spot.
- Maintain a duty of loyalty to the organization, its staff and other board members. While differences of opinion are sure to arise, board members should seek to keep disagreements impersonal.
- Debate amongst equals, and public unity as a single cohesive board.
- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by Wiki Spot's mission, objectives, and programs.
- Help communicate and promote Wiki Spot's mission and programs to the community.
- Maintain familiarity with Wiki Spot's finances, budget, and financial/resource needs.