
IOWA WOMEN'S FOUNDATION

Board Member Job Description

Term: 3 years

Duties:

To guide and support the Iowa Women's Foundation as it works to expand opportunities and choices in all aspects of women's and girls' lives.

The Board of Directors is the entity that is legally and fiscally responsible for the IWF. Its broad purpose is to run the organization effectively and in a way that supports the mission and principles of the Iowa Women's Foundation. The IWF Board is a 'working Board,' that accomplishes its work through committees and Board meetings. The duties and responsibilities of an IWF Board member take a minimum of seven hours a month.

Key expectation for IWF Board members:

1. Attend all meetings unless absolutely unavoidable. Your presence, your opinions, knowledge, guidance and connections are all vital. These are the reasons you have been asked to serve on the Board.
2. Support the work of fund development. Every board member participates in the work of the Development Committee. There are many methods to approaching fund development, including stewardship, individual appeals, corporate gifts and special events. Board members are expected to help the Foundation reach new people, as well as steward our current donors. We count on Board members to expand our support base by sharing our story with others, leading by example and enrolling others.
3. Approve and monitor the IWF's budget and finances. The Board is fiscally responsible for the organization.
4. Develop the long-range organizational plan that supports the mission and the principles of the IWF.
5. With guidance and support from the Grants Committee, approve grant funding and technical assistance support decisions.
6. Serve on at least one committee. Much of the Foundation's work is done in our committees.

7. Make a yearly contribution. The amount isn't important, but it should be meaningful to you. If you don't support the IWF, it's difficult for you to ask and encourage others to support it.
8. Be an ambassador for the Iowa Women's Foundation. You represent the IWF in your community. You are also the eyes and ears of the IWF within your community. As you observe opportunities or needs in your community, bring them back to staff and/or the appropriate committee.
9. Know the organization. To be an effective ambassador, steward, fund raiser and leader, you should know about our grantees and details about the organization. We have provided materials for you to read, you can visit our web page (www.iawf.org), and other board members and staff welcome your questions to help you do your job as a board member.
10. Understand and act on the IWF's founding principles that guide the organization to serve girls and women in Iowa. These are at the core of the all the work we do.
11. Support the director. The board's role it to guide and supervise the ED, not to directly manage staff and projects. The board makes sure that the ED is following policy and managing responsibly as well as adhering the mission and principles. The board does not get involved in the day to day work of the IWF.
12. Hire the executive director—whenever the need arises.
13. Evaluate the executive director. This is primarily directed by a committee, but the entire board must sign off on it.
14. Suggest possible new board and committee members. The Foundation relies upon interested and committed volunteers.
15. Don't burn out. This work is important, but it should also be fun. We maintain a strict 'no guilt' policy in our board and committee work. If you come to the point when you can't fulfill your board expectations or your involvement with the IWF is nothing but a dreaded chore, it's time to take a break.



Investing in the dreams of girls and the power of women since 1994.