

East Cascades Audubon Society
Board Member Position Description
Updated 10/30/2022

TITLE: Director of the Board

SUMMARY: As established in the Bylaws, ECAS Directors are responsible for the control and conduct of the business of ECAS. Directors provide vision, leadership, advice, and direction to project and program leaders, and other volunteers of ECAS. In addition to being the governing entity of ECAS, the Board is considered a working board, helping to implement strategic initiatives and policies of ECAS by performing technical and administrative functions and tasks in the absence of paid staff. As such, most Board Members also serve on an ECAS committee, lead projects or programs, or take on additional responsibilities as needed.

DUTIES AND RESPONSIBILITIES

- Understand the roles, responsibilities, and liabilities of serving on the Board.
- Prepare for and attend regular and special Board meetings and participate in proceedings.
- Serve on at least one committee and actively participate in the proceedings.
- Participate in annual action planning and/or strategic planning.
- Contribute an average of 6-10 hours per month working on Board-related activities.
- Hold in confidence any proprietary information given to Board Directors.
- Identify individuals for potential membership on the Board of Directors and its committees.
- Represent ECAS at community events.
- Track personal volunteer service hours and report on them regularly.
- Maintain ECAS membership (at any level) while serving on the Board of Directors.

QUALIFICATIONS

- Knowledge of and commitment to the mission and programs of ECAS.
- Professional or community expertise of relevance to the organization.
- Ability to work on a team.
- Adequate time availability (8-12 hours per month)

LENGTH OF SERVICE

As established in the Bylaws, board members may serve up to two consecutive full terms, each full term lasting for three years. Directors are typically elected annually in December; however, if vacancies exist on the Board, the Board may elect a Director to fill the vacancy at any time.

BOARD MEETINGS

- Board Meetings are held monthly on the first Tuesday of the month. Currently, Board Meetings are held at 6PM PT and held virtually via Zoom.
- Directors are expected to attend Board Meetings on a regular basis. If unable to attend a meeting, a Director must provide advance written notice to the President, reason for absence, and request to be excused. A Director who fails to attend more than two consecutive regular meetings, and has not received an excused absence, will be considered to have resigned.

CONTACT

For more details on the Board of Directors, Officer positions, and ECAS governance, please see the complete ECAS Bylaws (November 6, 2018).

To express interest in becoming an ECAS Board Member, please contact the current ECAS President at ecaudubon@gmail.com.