



JOB DESCRIPTION FOR BOARD OF DIRECTORS

The Board of Directors endeavors to advance the mission of Sustainable Westchester through brokering connections, garnering resources and conducting ongoing stewardship of the organization.

MISSION OF THE ORGANIZATION:

Sustainable Westchester is a consortium of Westchester County local governments that facilitates effective sustainability initiatives, engages community stakeholders, and shares tools, resources, and incentives to create healthier, and more vibrant and attractive communities, now and in the future.

EXPECTED DUTIES OF INDIVIDUAL BOARD MEMBERS:

- Understand and articulate the mission, vision, values, strategies, policies, programs, services and financial/fiduciary needs of Sustainable Westchester.
- Be alert to community concerns that can be addressed by Sustainable Westchester's mission and programs.
- Help communicate and promote the Sustainable Westchester mission and programs to the community.
- Financially support Sustainable Westchester in a manner commensurate with one's ability and assist staff, board and community members with the fundraising activities of Sustainable Westchester.
- Attend and actively participate in all meetings on a regular basis, and special events as able.
- Participate in at least one committee of the board, and serve on ad-hoc committees and task forces as necessary.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time, including preparation for board meetings.
- Maintain objectivity, fairness, thoughtfulness and the highest standards of ethical behavior when providing leadership or making decisions for Sustainable Westchester.
- Avoid or disclose all conflicts of interest or appearances of impropriety.

MAJOR RESPONSIBILITIES OF THE BOARD OF DIRECTORS:

1. Organizational leadership and advisement, including annual and strategic planning, as well as proper organization of the board of directors, officers and committees.

2. Formulation and oversight of policies and procedures for board governance and conduct and other strategic needs.
3. Financial management, including oversight of the annual budget, audit reports and material business decisions: being informed of and meeting all legal and fiduciary responsibilities.
4. Evaluation of the Executive Director's performance at least yearly.
5. Assisting the Executive Director and board chair in identifying and recruiting other board members.
6. Evaluation of overall board performance at least yearly.
7. Review of organizational programmatic reports, including those from committees.
8. Promotion of the organization, including fundraising, outreach and the development of new leadership for the organization and the board.

RESOURCE GENERATION:

Sustainable Westchester board members will consider Sustainable Westchester a philanthropic priority and make annual gifts that reflect that priority. So that Sustainable Westchester may credibly solicit contributions from foundations, organizations and individuals, Sustainable Westchester expects to have 100 percent of board members make an annual contribution that is commensurate with their ability.

BOARD TERMS:

Per the By-Laws, "The number of Directors constituting the entire Board of Directors shall be not less than twelve (12)." And "Each Director shall be at least eighteen (18) years of age."

This Board of Directors comprises the organization's founding Board. The By-Laws prescribe a phasing in of the initial Directors' terms to allow for continuity of members in the first few years of Sustainable Westchester as follows:

"...one-half of the Directors (i.e., six (6) Directors) shall be elected to initial terms of not less than one (1) year, ending at the second annual meeting of the Members following their election; and the remaining one-half shall be elected to initial terms of not less than two (2) years, ending at the third annual meeting of the Members following their election."

Thereafter, "Directors shall hold office for two (2) year terms, staggered so that one-half of the Board of Directors shall be elected at each annual meeting of the Members."



In addition, “Directors may be elected to no more than three (3) consecutive terms, subject to exceptions specified by the Board from time to time.”

For more detail, see the By-Laws, especially Article IV, “Board of Directors,” Article V, “Board Committees,” and Article VI, “Officers, Employees and Agents.”

COMMITMENT:

Per the By-Laws, Board meetings are “not less than quarterly.” While attendance at all meetings denotes a small time commitment in and of themselves, adequate preparation for meetings and responsibilities assigned for work outside of meetings can be time consuming. The following outlines various aspects of the commitment:

- Attendance is required at board meetings and committee meetings.
- Members are expected to attend a minimum of 75% of board meetings per year and 75% of committee meetings per year.

For more detail, see the By-Laws, especially Article IV, “Board of Directors.”

BOARD MEMBER PROFILE:

This is an extraordinary opportunity for an individual who is passionate about Sustainable Westchester’s mission. Selected board members will have achieved leadership stature in business, government, philanthropy or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing board members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy or the nonprofit sector.
- A commitment to, and understanding of, SW’s mission, preferably based on the candidate experience.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating and building consensus among diverse individuals.
- Personal qualities of integrity, credibility, and a passion for enhancing the sustainability of Westchester County.

Candidates should complete the Board Candidate Recommendation Form and return it to gogreen@sustainablewestchester.org

Thank you!