

## **JOB DESCRIPTION OF NORWESCAP TRUSTEE**

The responsibilities and duties of a NORWESCAP Trustee:

As an informed representative of its ownership, and on behalf of its ownership, the board determines and demands appropriate organization performance. Accordingly, the specific job of the board shall be to:

1. Establish connections and network linkages between NORWESCAP, its ownership and affiliates.
2. Write governing policies that, at the broadest levels address:
  - a. Ends, Organizational products, impacts, benefits, outcomes (what good for whom at what cost).
  - b. Executive Limitations: Constraints on executive authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
  - c. Governance Process. Specification of how the board conceives, carries out, and monitors its own task.
  - d. Board-CEO Linkage: How power is delegated and its proper use monitored by way of the executive director role, authority and accountability.
3. Assure performance of the executive director in accord with policies 2a and 2b above.

The job of the board is to make certain contributions that lead the organization toward the desired performance and assure that it occurs. The board's specific contributions are *unique* to its trusteeship role and *necessary* for proper governance and management. Board members should have:

- Commitment to the organization and its mission;
- Knowledge about the programs and goals of the organization;
- Capacity to focus that knowledge on decision making that benefits the organization as a whole and secures the long-term future of the Agency;
- Ability to participate knowledgably and assertively in deliberation;
- Evident commitment to all Board Governance Policies, including adherence to "The Board Speaks with Voice Principal" and maintenance of attendance requirements.

As part of fulfilling their Board Member responsibilities; NORWESCAP Board Members will be expected to:

- Act as an advocate and ambassador for NORWESCAP at community events and other appropriate opportunities.

- Make an annual financial donation to NORWESCAP that is personally significant to them.
- Partner with NORWESCAP especially the CEO and Development Director, by engaging in the delivery of the NORWESCAP fund development strategy including promotion of fund development efforts. Work in partnership with the Development Director and the CEO to ensure that the fund development goals are reached.
- Attend at events that are connected with the fund development strategy such as Friends of NORWESCAP gatherings, small events to meet with prospective donors, and larger event such as the Harvest Festival.
- Actively participate in NORWESCAP fund development including but not limited to; providing names from their personal network, selling tickets or raffles, locating sponsors, and volunteering at events, etc.
- Board Members should commit to four (4) events annually that can be split between Community and Fund Development activities.