



*The mission of Tahoma Audubon is to connect people with birds, other wildlife, and their habitats through education, conservation, and recreation.*

## Volunteer Position Description

**JOB TITLE: Board Member**

**REPORTS TO: Board of Directors**

### POSITION SUMMARY:

As a member of the Board of Directors, a board member has the principal responsibility for fulfillment of the mission of Tahoma Audubon through governance, determination of policy, and legal accountability of its actions.

### BENEFITS:

- Membership in a highly respected, leading environmental organization.
- Camaraderie of peers committed to the vision and mission of Tahoma Audubon.
- Training and experience in governance, policy development, and other aspects of the position.
- Means and ability to influence and establish environmental policy decisions at local, regional and national levels.
- Contribution to a strong legacy of environmental stewardship and education.

### ESSENTIAL JOB FUNCTIONS:

- **Policy Administration**  
Continue the legal existence of the organization and ensure all legal requirements are met.  
Adopt bylaws and ensure the organization operates with them.  
Adopt and assume responsibility for policies that determine the purposes, governing principles, functions, and activities of the organization.
- **Financial Management**  
Oversee an ongoing process of budget development, approval, and review.  
Review periodic financial statements to assess and guide the financial health of the organization.  
Commit to role of financial steward of Tahoma Audubon and ensure that financial resources are available to meet the operational obligations of the organization.
- **Strategic Planning**  
Work with other board members and staff to establish a long-term strategic plan and review on an annual basis.  
Develop a yearly plan-of-work for the board that supports and prioritizes the strategic plan.
- **Leadership/Human Resources**  
Approve policies that govern human resources management and administration.

Select, employ, support, and evaluate the Executive Director.  
Participate in recruitment, selection and development of board members.  
Regularly attend all board meetings, functions, and special events. Inform an officer when unable to attend a meeting and give proxy to an attending member.  
Attend the annual board retreat and one or more membership meetings per year on a rotational basis.

- **Fundraising**

Be informed about the mission, policies, and programs of Tahoma Audubon.  
Engage in fundraising activities based on individual skill and background.  
Make a personal financial contribution to Tahoma Audubon.

- **Community Relations**

Inspire confidence in the mission and programs of Tahoma Audubon in promoting and representing the organization.  
Promote cooperative action with other organizations, including activities and occasions when TAS should take part in coalitions, joint fundraising, citizen science and nature education, etc.  
Ensure the organization's programs and services appropriately address membership and community needs.

#### QUALIFICATIONS:

- A demonstrated interest in the organization's mission and goals.
- Specific experience and/or knowledge in at least one area: Policy Administration, Finances, Planning, Human Resources, Fundraising, or Community Relations.
- Representative of a key aspect or segment of the community.
- Willingness to expand knowledge or board responsibilities through orientation and ongoing training.
- Willingness to represent Tahoma Audubon to the community.
- Willingness to participate in board fundraising activities and make a financial contribution based on personal ability.
- Six to ten hours per month, minimally, distributed approximately as follows:
  - 3-4 hours Board meetings (preparation and attendance)
  - 2-3 hours Committee or ad hoc meetings (preparation and attendance)
  - 1-3 hours Special requests

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