

MONTANA WILDERNESS ASSOCIATION

Policy	:	Council Member Role & Responsibilities
Developed by	:	MWA Council Effectiveness Committee
Date Developed	:	March – May, 2005
Approved by	:	MWA State Council
Date Adopted	:	May 21, 2005
Date Revised	:	July 2005

Scope of Work

Members of the Montana Wilderness Association Council are responsible for determining policies and principles that will guide the organization in the implementation of mission and achievement of organization vision.

Areas of Responsibility

- A) Determine the organization's mission and purpose.
 - Conduct periodic review, and refinement if needed, of MWA's mission, purpose, goals, and primary constituent served.
- B) Ensure effective organizational planning and implementation.
 - Actively participate in an overall planning process that guides the organization strategically (3-5 year strategic plan) as well as outlines Council and organization performance annually (annual operating plan).
 - Through the planning process, determine Council programmatic goals consistent with the organization's mission; monitor and evaluate program effectiveness as well as efficiency; and provide guidance for program improvement.
 - Council members are responsible for implementing committee work plans and for monitoring organization performance against planned goals and objectives.
- C) Select the Executive Director.
 - Determine the Executive Director's responsibilities and undertake a careful search to find, and hire, the most qualified individual for the position.
- D) Provide proper financial oversight.
 - Assist with the development of the annual budget and approve.
 - Ensure proper financial controls and policies are in place.
 - Monitor financial performance against budget and compliance with fiscal policies.
- E) Ensure adequate resources for the organization and its staff to successfully fulfill its mission.
 - Assist with providing adequate resources including active involvement and participation in fundraising activities of the organization.
- F) Ensure legal and ethical integrity and maintain accountability.
 - Conduct periodic review of the organization's bylaws for compliance issues and/or the need for change.
 - Ensure adherence to and compliance with legal standards and ethical norms.
- G) Ensure Council member and leadership succession.
 - Identify qualifications and prerequisites for Council member recruitment and election.
 - Orient new Council members and provide training as needed.
 - Periodically assess and evaluate Council performance.
 - Make recommendations regarding leadership succession.

- H) Enhance the organization's public standing.
 - Represent and articulate the organization's mission, accomplishments, and goals to MWA constituents, state and federal representatives, and the general public to garner support.
- I) Support the Executive Director and provide assessment of his or her performance.
 - Provide mentoring, guidance and moral as well as professional support to the Executive Director in the fulfillment of his or her responsibilities.

Basic Conditions of Council Membership

As elected officials of the organization, Council members must meet certain legal and fiduciary standards of conduct and attention in carrying out his or her responsibilities to the organization. If a Council member is found to be out of compliance with the Basic Conditions of Membership described below, he or she will be subject to removal from the Council in accordance with MWA bylaws.

- ◆ **Professional Conduct:** Attend a majority of and participate in Council meetings, functions and special events. Come to meetings, functions and special events informed and prepared to participate by reviewing agendas, supporting materials, etc., prior to the meeting and/or function. Be informed about the organization's mission, services, policies, and programs as well as developments in the organization's field. Serve on committees or task forces and offer to take on special assignments. Comply with established policies and practices. Maintain confidentiality of Council, organization and employee information. Accept direction and provide direction in a cooperative and positive manner.
- ◆ **Personal Conduct:** Engage in personal conduct that is honest, respectful, courteous, and dignified as well as legal, ethical, dependable and reliable. Refrain from using information obtained as a member for personal gain, and must act in the best interests of the organization. Execute and abide by MWA's Conflict of Interest Policy.
- ◆ **Competency:** Develop and/or maintain the skills knowledge and abilities required for adequate performance of assigned responsibilities.
- ◆ **Membership and Other Financial Contributions:** Maintain active membership status (payment of MWA membership dues must be current) throughout the Council member's term and make additional charitable donations to MWA within the Council member's ability to give.

Executive Responsibilities

Responsibilities of the President

- ◆ The President provides leadership to the volunteer Council in determining that the Council meets all its responsibilities. Specific responsibilities include:
 - Appoint, subject to ratification of the Council, standing committee chairs and such special committees that are needed by the organization.
 - Chair the Executive Committee. Convene the committee at regular intervals and communicate the work of the Executive Committee to the Council.
 - Produce, with the Executive Director and Executive Committee, and distribute a Council agenda in advance of the regular Council meetings.
 - Ex-officio member of every committee.

- Promote the development of selected volunteers to assume future key leadership roles in MWA.
- Recruit new Council members.
- Communicate frequently with and supervise the Executive Director, assuring that the internal operations of the organization are conducted effectively and with maximum efficiency toward achieving its stated objectives; assure work plans are completed annually.
- Oversee the long-term planning and goal setting process for the organization, and ensure that the committees of the Council and staff members work cooperatively so that the planning functions can be accomplished.
- Perform an annual evaluation of the Executive Director. Ensure that annual personnel evaluations take place for Council and staff, as well as program evaluations.
- Ensure that the Council regularly reviews progress of the organization.

Desired qualities and characteristics of the President

- ◆ Demonstrated commitment to the goals of MWA.
- ◆ Demonstrated leadership that will enhance the organization's image in the general public.
- ◆ Record of experience as a volunteer leader with responsibility in one or more major functions of the organization.
- ◆ Willingness to expand knowledge and Council responsibilities and chair responsibilities through on-going training.
- ◆ Willingness and ability to represent the organization to the public.
- ◆ Ability and desire to encourage effective work among a diverse group of people.

Responsibilities of the Vice-President/President-Elect

- ◆ Understand and assist the duties of the President. Undertake such duties in the President's absence.
- ◆ Carry out special assignments as needed.
- ◆ Serve on the Executive Committee.

Responsibilities of the Treasurer

- ◆ Monitor and report to the Council regularly on the financial status of the organization.
- ◆ Serve as chair of the Finance Committee.
- ◆ Ensure that all financial policies and legal requirements with respect to financial reporting have been developed and are being followed.
- ◆ Assure the annual budget is prepared and presented to the Council for approval.
- ◆ Serve on the Executive Committee.

Committees

Standing committees and special ad hoc committees shall be established annually by the Executive Committee for such objectives as it may designate within the purposes of MWA. The President shall appoint the committee chairs.

Responsibilities of Committee Chairs

- ◆ Facilitate effective meetings.
- ◆ Ensure that the committee has a job description approved by the Council.
- ◆ Appoint members of the committee from the MWA Council and membership where appropriate.
- ◆ Ensure that a work plan is in place.
- ◆ Ensure regular reports are communicated to the Executive Committee and Council.
- ◆ Monitor program funding and expenditures to ensure compliance with the Council-approved budget.
- ◆ Approve committee meeting agendas, chair committee meetings, and ensure meeting records are kept.

Responsibilities of Committee Members

- ◆ Prepare for and attend committee meetings and/or participate in conference calls.
- ◆ Assist the committee in carrying out the Strategic Plan.
- ◆ Contribute to meeting the committee's goals and objectives.
- ◆ Clarify to the chair the time and resource contribution you are able to make to the committee.
- ◆ Relay information to Chapter Councils.

Council Meeting

The Council meets a minimum of five to six times per year. At every Council meeting:

- ◆ Minutes will be recorded.
- ◆ There will be reports from the President and Executive Director.
- ◆ The financial status of the organization will be presented by the Treasurer, or by the Executive Director or an executive Committee member, in the Treasurer's absence. The financial report shall include a budget update and presentation of most recent financial statements.
- ◆ Standing Committee chairs, or a designated staff person, will circulate and present a brief report on progress within their committees to the Council. The Council agenda shall be established in advance of the meeting and distributed to Council members. Agenda items shall:
 - Indicate who is sponsoring the discussion.
 - Identify when an agenda item is likely to lead to a Council resolution.
 - Be directed at issues requiring Council policy decision primarily.
- ◆ Major policy or financial proposals should not be raised at Council meetings without adequate prior notice to the Council (one week).
- ◆ Information only reporting should be concise, strategic, and not take precedence over agenda items requiring Council decisions.
- ◆ Minutes of the meeting will be kept and circulated to the Council after the meeting by the Council Secretary.

Consent Agenda

The Executive Committee will present a Consent Agenda at each Council meeting whenever there has been any vote taken by the Executive Committee. This will be reflected in the

Executive Committee minutes that each Council member will receive before the Council meeting. The Consent Agenda will be ratified by the Council unless a Council member asks the President, before the Council meeting, to remove that particular piece of business from the Consent Agenda. It will then be placed on the Council agenda to be taken up as regular business of the Council.

As a Council member of the Montana Wilderness Association, I understand and agree to abide by the above Council Member Role and Responsibilities.

Signature: _____ Date: _____

Printed Name: _____

(Please sign and return this page to: Karole Lee, Council Secretary, Montana Wilderness Association, 30 South Ewing Street, Helena, MT 59601)