

## **Board of Directors Qualifications & Responsibilities**

### **Qualifications**

1. Female.
2. At least 18 years of age.
3. Committed to the YWCA Carlisle mission of eliminating racism and empowering women.
4. Representational of the community the YWCA serves.
5. A paid member in good standing of the YWCA Carlisle. (If not currently a member, willing to join. Visit <http://ywcacarlisle.org> for more information.)
6. Ability to serve a minimum of 1 three-year term on the Board. (Terms may be shorter for Directors filling vacancies. Directors are eligible to serve two successive terms, for a maximum of 6 consecutive years.)
7. Submit child abuse clearances as provided for in the Child Protective Services Law, including the Pennsylvania Child Abuse History Clearance, Pennsylvania State Police criminal background check, and FBI criminal background check.

### **Responsibilities**

1. Act in the best interest of the organization. This includes:
  - a. Serving as a protector and steward of the YWCA Carlisle.
  - b. Ensuring ethical and legal integrity and maintaining accountability.
  - c. Promoting the YWCA within the community.
  - d. Serving as a YWCA Carlisle goodwill ambassador to the community.
2. Actively engage in activities of the Board, to include:
  - a. Attendance at Board meetings, planning sessions, trainings, and special events such as the Annual Meeting of the Association, which is typically held in lieu of the October Board meeting. The Board of Directors meets at 7:00 pm on the second Monday of every month. Meetings last 1 – 2 hours.
  - b. Staying informed about board matters, preparing well for meetings, and reviewing and commenting on minutes and reports.
  - c. Providing fiscal oversight of the organization; reviewing and approving financial reports.

- d. Making policy decisions related to programs, services, and the organization of YWCA Carlisle.
  - e. Participating in long-range strategic planning.
  - f. Participating in yearly evaluation of the Executive Director and assisting with hiring of Executive Director when needed.
3. Actively support the mission of YWCA Carlisle by:
    - a. Participating in at least one committee, which includes attending at least two-thirds of scheduled committee meetings. Committees generally meet monthly. Committee members may be responsible for tasks between meetings.
    - b. Participating in Fund Development activities, including contributing financially to the organization's Annual Fund Drive and at least one other YWCA fundraiser.
    - c. Attending or volunteering with at least three YWCA efforts each year, including at least one fundraising event and at least one mission-based event.
    - d. Assisting with the recruitment new board and committee members and participating in board member orientation as needed.
  4. Be well informed and articulate about the programs and services of the YWCA, as well as the Strategic Plan and Bylaws.
  5. Volunteer for and willingly accept assignments. Complete assignments thoroughly and on time.
  6. Devote one's time, talents, and skills to areas that fit into the balance of governance needed by the board.
  7. Make a financial contribution to the Annual Fund Drive and support other fundraisers throughout the year.
  8. Build a collegial and respectful working relationship with other board members.
  9. Uphold diversity and non-discrimination policies and practices in Board membership, staffing volunteer opportunities, services, and programming.

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Signature

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Date

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Printed Name

*YWCA Carlisle does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, handicap, or age in any of its policies, procedures or practices.*