

CREATIVITY UNLIMITED IN WISCONSIN

BOARD MEMBER POSITION DESCRIPTION

TITLE: Board Member:

TERM: Elected for 3 year term

SUMMARY: All board members offer their time, expertise and resources to support the work of CUW by providing mission-based leadership and governance to ensure that board resolutions are carried out. Day-to-day operations are led by the officers. Board members act as ambassadors for CUW representing the association positively to beneficiaries.

KEY RESPONSIBILITIES:

- Represent CUW positively to beneficiaries, acting as an ambassador for the association;
- Be informed of and meet all legal and fiduciary responsibilities;
- Review agenda and supporting materials prior to board and committee meetings;
- Approve the annual budget, audit reports and make business decisions;
- Assist in identifying and recruiting members for a diverse board;
- Seek financial or in-kind contributions to the association;
- Serve on committees as assigned;
- Concurrently fulfill a significant position (i.e., PC, Sales mgr.) EXCEPTION: The association director, tournament director & treasurer will not be required to concurrently fill an additional significant position but may do so, if desired. The treasurer cannot be the sales manager;
- Perform additional assignments (i.e., Judges Coordinator, webmaster, assistant tournament director, membership, communications, pins/t-shirts/hats, fundraising coordination, marketing and so forth). EXCEPTION: The association director, tournament director & treasurer will not be required to perform additional assignments but may do so, if desired.

SKILLS/QUALIFICATIONS:

- Knowledge of the organization and personal commitment to its mission, goals and objectives;
- Minimum of 1 year experience in a significant position in the association (i.e., Problem captain, head judge, sales manager and so forth);
- Prior experience on a board for a non-profit organization helpful but not required;
- Effective interpersonal and communication skills to work collaboratively with a diverse group of board members;
- Commitment of the necessary time required to fulfill duties as a board member.