



BOARD OF DIRECTORS

Job Description and Requirements

Chicago Women in Philanthropy (CWIP) Board members participate in organizational and board activities as strategic thinkers, planners, workers, collaborators, leaders, and decision-makers.

Board members recognize that because CWIP is a working board, quarterly board meetings provide an important opportunity to touch base, make unifying connections among CWIP programs, and work on organization-wide issues such as advocacy, fundraising, and program vision. However, much of CWIP's important work takes place at the committee level, and we expect board members to lead committee efforts and build committees with an eye toward cultivating future board leaders. In addition to supporting the mission of CWIP, board members are expected to help fundraise, build relationships within the general community, provide leadership, and promote good governance.

Board members serve a three-year term commencing with the Annual Meeting of the General Membership, and may serve up to two additional consecutive terms upon the agreement of the board.

Specifically, CWIP board members are responsible for the following:

Organizational Leadership

- Attend quarterly board meetings and the annual, one-day strategic planning retreat. Board meetings are usually scheduled for November, February, May, and August. The annual strategic planning retreat takes place in the summer.
- Co-chair a committee OR play an active role on a committee or board-led task force.
- Oversee the operation of and cooperation among all CWIP committees, and provide oversight in ensuring that committee activities align with CWIP's mission and priorities.
- Promote cultural diversity throughout the organization and among board leadership.
- Take responsibility for conceptualizing strategies to implement CWIP's vision.
- Attend CWIP events.

Fundraising

- Pay membership dues (\$100 nonprofit membership; \$200 funder membership)
- Make an annual personal contribution of at least \$150 (current board approved amount; can be paid in installments)
- Work together to help set fundraising priorities and contribute to fundraising by supporting CWIP's efforts to secure foundation grants, corporate support, and individual donations. When possible for foundation and corporate giving staff members, pursue a grant and/or provide in-kind support.

Community Leadership

- Actively promote CWIP's mission, objectives, membership, and committee participation to potential volunteers, members, legislators, and the corporate and philanthropic communities.
- Develop bridges between the different communities CWIP serves.
- Represent CWIP in the community and be willing to speak about the needs of women and girls whenever appropriate.

Additionally, we ask CWIP board members to observe the following ethical considerations:

- Accept and abide by the legal and fiscal responsibilities of the board as specified by the Articles of Incorporation and Bylaws.
- Maintain the confidential nature of board deliberations.
- Comply with the Conflict of Interest Policies and Disclosure forms developed by the board.

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