



Governance Processes

Board Job Descriptions: Director

1.05.07.00

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Adopted 04/08/06

Reference documents: new bylaws Article V; GTF working papers; BoardSource

Job Title: Director

Responsibilities:

- Serve as a director of the board
- Give constant attention to the vision, mission, and strategies of NAWBO and alignment with its values
- Collaborate with staff to achieve the long-term strategic results as determined by the board.
- Advocate, reach out, engage and connect to the NAWBO community and its issues
- Craft policies that result in alignment of results with strategy, equity, delegation of authority, accountability, and efficacy on association issues
- Hold diligent and prudent stewardship of all association assets
- Chair and/or serve on committees and other bodies as appointed
- Act as liaison to other bodies as appointed
- Participate in special projects and other duties as assigned by the chair

Reports to: Board

Length of commitment: Two years
May be re-elected for additional two year term

Estimated time involvement: Attend at least three in-person and nine teleconference meetings per year. Substantial time may be spent participating in and

communicating with committees and other bodies throughout the year. Finally, expend the time necessary to carry out the responsibilities of the position.

Method of Selection: Slated by the Nominating Committee and elected by the membership

Expected Experience: Multiple leadership roles within NAWBO and/or relevant leadership roles outside NAWBO

Key Attributes:

- Possesses the skill to provide strategic and visionary thinking for the association
- Ability to understand and work within the key components of governance: board processes, effective interaction with staff (linkage), executive limitations (means), and results (ends)
- Representative of a diverse segment of the women business owner market
- Wide resources and connections throughout the women business owner community including related agencies and organizations that support their entrepreneurial activities
- Strong analytical, listening, collaborative, and creative skills
- Ability to perpetuate solid relationships with and communicate effectively to NAWBO's external community of corporate and alliance partners, government agencies, and the media
- Substantive practical business knowledge in the areas of finance, administration, the law as it applies to association governance, technology and communications
- Authenticity: exceptional character, integrity and ethical business practices
- Exemplary leadership history in NAWBO or similarly situated associations