



## Board of Directors Role Description

**Title:** Board Member for Membership and Volunteers

**Term:** Two Years

**Responsible to:** Responsible to the Board of Directors; members of WIAL-USA including Certified Action Learning Coaches and individuals interested in WIAL-USA; the broader Action Learning Community and the general public. Reports to Chair of WIAL\_USA.

### General Responsibilities:

1. Contribute to the strategic priorities and direction of WIAL-USA by participating in regular strategic planning and monitoring of performance towards plan results.
2. Represent WIAL-USA and its programs and services to stakeholders including community, funders, and potential clients.
3. Ensure the financial health of WIAL-USA through conformance of up-to-date fiscal policies and procedures and through ongoing analysis of financial reports.
4. Ensure effective performance of WIAL-USA's programs through ongoing program planning and evaluation.
5. Ensure conformance to federal, state, and local policies and procedures.
6. Periodically review and ensure familiarity with WIAL-USA policies, bylaws, strategic plan, roles and responsibilities, and budget.
7. Regularly attends and actively participates in all Board of Directors teleconferences and meetings. At a minimum, Board members are expected to attend two-thirds of all meetings.
8. Dedicates a minimum of five hours per week to WIAL-USA activities.
9. Contribute to submitting a blog at least twice a year and is expected to contribute to the quarterly newsletter with new information for the membership at large.
10. Stays informed regarding Board policies and committee matters, prepares well for meetings, and reviews minutes and reports.
11. The Board position has a term of 2 years. The incumbent's performance will be evaluated after 9 months.

### Specific Responsibilities:

1. Welcomes new members, provides information on volunteer opportunities and hosts quarterly new member orientations.
2. Implements activities to recruit new and retain current members.
3. Increases member engagement through multiple, diverse approaches, working with the Board of Directors to develop working groups and committees to support chapter initiatives.
4. Manages, reviews, and updates the WIAL-USA membership database.
5. Contact new members to orient them and encourage participation.



6. Develop and distribute new member information packets.
7. Respond to inquiries regarding membership.
  
8. Develop in collaboration with the Board of Directors a value proposition and structure for membership.
9. Coordinate with the Board of Directors for outreach and connection opportunities to active chapter members.
10. Enlist CALCs, SALCs, PALCs, and MALCs as mentors and match mentors to coaches seeking credentials. Review evaluations and modify program as needed.
11. Recruit volunteers to support WIAL-USA activities including the Annual Conference and strategic initiatives identified by the Board of Directors.
12. Develop approaches that encourage greater member and volunteer participation.
13. Responsible for recognition and awards for members and volunteers.
14. Promotes Action Learning Certification program in their geographic location.
15. Manages Board of Directors onboarding.