



## Board Member

# Job Description

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### EXPECTATIONS OF THE BOARD AS A WHOLE

The mission of Northwest Gas Association is to advocate for the role of natural gas on behalf of the region's energy, economic and environmental needs.

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization
- selecting and evaluating the performance of the executive director
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring NWGA's programs and services
- enhancing NWGA's public image
- assessing its own performance as the governing body of NWGA

### EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to

- know the NWGA's mission, policies, programs, and needs
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for NWGA to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve NWGA's mission
- help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- read and understand the organization's financial statements
- prepare for, attend, and conscientiously participate in board meetings
- participate fully in one or more committees.

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### BOARD MEMBERS ARE ALSO EXPECTED TO

- follow the organization's bylaws, policies, and board resolutions
- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of the Northwest Gas Association