



**SOUTHERN PIEDMONT WOODTURNERS**  
*Advancing the art of woodturning through education*

**Board of Directors Job Description**

**Title:** Board Member

**Term:** Two Years

**Responsible to:** Responsible to entire Board, reports to Board Chair

**General Responsibilities:**

1. Overall governance of agency by establishing and monitoring policies and programs and supporting development and effectiveness of Board of Directors.
2. Establish strategic purpose direction for club by participating in regular strategic planning and monitoring performance toward plan's results.
3. Fundraising by fundraising and planning and participation to secure necessary resources to support operations, programs and services.
4. Represent agency and its programs and services to stakeholders, including community, funders and clients.
5. Ensure financial health of agency through conformance to up-to-date fiscal policies and procedures and through ongoing analysis of financial reports.
6. Ensure effective performance of club's programs through ongoing program planning and evaluation.
7. Ensure conformance to federal, state, local and club policies and procedures.

**Specific Duties:**

1. Is a member of the Board of Directors.
2. Builds collegial working relationship that contributes to consensus.
3. Regularly attends Board meetings and important related meetings.
4. Makes serious commitment to participate actively in Board and committee work.
5. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
6. Stays informed about Board policies and committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
7. Maintains annual membership in the American Association of Woodturners (AAW).



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**Board of Directors Job Description**

**Title:** Board Chair (President)

**Term:** Two Years

**Responsible to:** Board of Directors

**Specific Duties:** (in addition to the “General Responsibilities” and “Specific Duties” listed in the job description of Board Member)

1. Provides leadership to the Board of Directors who sets policy.
2. Chairs the meetings of the Board after developing the agenda.
3. Ensures Board's leading role in strategic planning.
4. Ensures ongoing financial planning and financial reports.
5. Along with other Board members, plays a leading role in fundraising activities.
6. Appoints the Chairpersons of committees, in consultation with other Board members.
7. Serves ex officio as a member of committees and attends their meetings when invited.
8. Leads regular, informal evaluation of the effectiveness of the Board members.
9. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
10. Leads evaluation annually of the performance of the club in achieving its mission.
11. Performs other responsibilities assigned by the Board.
12. Maintains annual membership in the American Association of Woodturners (AAW).



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**Board of Directors Job Description**

**Title:** Vice President

**Term:** Two Years

**Responsible to:** Responsible to entire Board, reports to Board Chair

**Specific Duties:** (in addition to the “General Responsibilities” and “Specific Duties” listed in the job description of Board Member)

1. Serves as successor to the Chair position.
2. Performs Chair responsibilities when the Chair cannot be available.
3. Works closely with the Chair.
4. Participates closely with the Chair to develop and implement officer transition plans.
5. Performs other responsibilities as assigned by the Board.
6. Maintains the key records and signed releases for the studio.
7. Maintains annual membership in the American Association of Woodturners (AAW).



# SOUTHERN PIEDMONT WOODTURNERS

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## Board of Directors Job Description

**Title:** Committee Chair

**Term:** Two Years

**Responsible to:** Responsible to entire Board, reports to Board Chair

**Specific Duties:** (in addition to the “General Responsibilities” and “Specific Duties” listed in the job description of Board Member)

1. Ensure their committee has clear charge that is consistent with goals and preferences of Board and is fully understood by each committee member.
2. Assigns work to the committee members, sets the committee agenda, facilitates the meetings, and ensures distribution of meeting minutes to full Board.
3. Ensures committee members have the resources and information needed to do their jobs as committee members.
4. Works closely with the Board Chair.
5. Sets the tone for committee work that is purposeful, complete and timely.
6. Reports to the full Board on committee's decisions and recommendations.
7. Initiates and leads the committee's annual evaluation for standing committees or final evaluation for ad hoc committees.
8. Maintains annual membership in the American Association of Woodturners (AAW).



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**Board of Directors Job Description**

- Title:** Secretary
- Term:** Two Years
- Responsible to:** Responsible to entire Board, reports to Board Chair
- Specific Duties:** (in addition to the “General Responsibilities” and “Specific Duties” listed in the job description of Board Member)
1. Maintains all major documents and records of the Board and ensures their effective management, retention and protection.
  2. Is sufficiently familiar with major documents and records, for example, Articles of Incorporation, By Laws, Board Policies, Board Resolutions, etc. Reminds Board members of applicability of documents during Board operations.
  3. Develops, manages and distributes written meeting minutes of Board meetings.
  4. Ensures collection of meeting minutes from committee meetings.
  5. Ensures review and approval of all meeting minutes.
  6. Write letters on behalf of the club, i.e. thank you letters for grants, etc.
  7. Maintains annual membership in the American Association of Woodturners (AAW).



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**Board of Directors Job Description**

**Title:** Treasurer

**Term:** Two Years

**Responsible to:** Responsible to entire Board, reports to Board Chair

**Specific Duties:** (in addition to the “General Responsibilities” and “Specific Duties” listed in the job description of Board Member)

1. Oversees the management of the finances of the organization as approved and reviewed by the Board.
2. Serves as Chair of the Finance Committee.
3. Administrates fiscal matters of the organization.
4. Provides annual budget to the Board for members' approval.
5. Responds to annual audit, and ensures audit issues and recommendations are fully addressed.
6. Ensures development and Board review of up-to-date financial policies and procedures.
7. Ensures financial policies and procedures are adhered to by Board and staff.
8. Ensures all Board members have sufficient understanding of analysis of finances in order to produce judicious decisions about finances and their effects.
9. Ensure members are current with their dues and maintains listing of paid club members.
10. Maintains annual membership in the American Association of Woodturners (AAW).



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## Board Member Application

Thank you for your interest in our Board! We will help you carefully decide if you want to join, then we will orient you to our organization, train you about the roles and responsibilities of a member of a nonprofit Board of Directors, and organize you into the committee that most closely matches your skills and interests.

Please read the enclosed materials, fill out this application and return it to: *Kathy Merk, 7124 Garden Hill Drive, Huntersville, NC 28078.*

If you have any questions, you can call me on my cell phone at 908-309-8866. We will review your application and get back to you soon. Thank you!

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email address (please write it carefully):

\_\_\_\_\_

Briefly describe why you would like to join our Board of Directors:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Board position you are interested in applying for: \_\_\_\_\_

Your current organizational affiliations (names of the organization and your role(s)):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_



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Which of your skills would you like to utilize on the Board? Check those that apply:

- Board development
- Strategic planning
- Staffing / HR
- Program development
- Financial management
- Fundraising
- Evaluation
- Community networking
- Training
- Marketing
- Volunteer management
- Facilities management

Other skill(s) of yours that you would like to utilize? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What would you like to get for yourself out of your participation on the Board, e.g., what types of experiences, skills to develop, interests to cultivate for you, etc.?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you join the Board, you agree that you can provide at least 2-4 hours a month in attendance to Board and committee meetings, and that you do not have any conflict of interest in participating on the Board.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you are not selected as a member of the Board, or if you decide not to join, would you like to be a volunteer to assist our organization in various ways that match your skills and interests?

- Yes
- No
- Perhaps

Any other skill(s) of yours that you would like to utilize as a volunteer? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_