

Member, Board of Trustees

Reports to: Board of Trustees

Term of Office: Three Years

Qualifications:

Must have been elected by the membership to the Board of Directors.

General Responsibilities:

The Board of Trustees is the governing body of the Association and all authority within the Association is delegated by it. Members of the Board are responsible for the overall effectiveness and financial stability of the Association.

Special Responsibilities:

Planning:

- Approve the Wilderness Education Association's philosophy, mission statement and review affiliates and management's performance in achieving the mission statement.
- Annually assess the organization and approve the Wilderness Education Association's strategic plan in relation to it.
- Annually review and approve the Wilderness Education Association's plans for funding its strategy.
- Review and approve the Wilderness Education's five-year financial goals.
- Annually review and approve the Wilderness Education Association's budget.
- Approve major policies and procedures.

Organization:

- Hire, monitor, appraise, advise, support, reward, and, when necessary, change top management.
- Evaluate status of organizational strength and manpower in regard to planning of the long-range goals.
- Approve appropriate compensation and benefit policies and practice as recommended by the Personnel Committee.
- Follow all nomination and election procedures dictated by the bylaws to fill board vacancies.
- Annually approve the Performance Review of the national office manager and establish her/his compensation based on recommendations of the Personnel Committee of the Board.
- Participates in annual review of the performance of the Board and takes steps to improve its performance.

Operations:

- Be a representative on a committee either serving on the executive committee or as a committee chair for the one of the working committees; working on getting the committee running by providing guidance to the committee through explaining committee charge, past committee work, connection to the strategic plan, upcoming projects; assisting committees in transition when new chair is

elected; bringing motions to the board when requested by the committee; act as the committee secretary at all meetings or ensure proper record if unable to attend.

- Review the results achieved by management as compared with the Wilderness Education Association's philosophy, annual and long range goals, and the performance of similar institutions.
- Be certain that the financial structure of the Wilderness Education Association is adequate for its current needs and its long-range strategy.
- Provide candid and constructive criticism, advice, and comments.
- Approve major actions of the Wilderness Education Association, such as capital expenditures and major program and service changes.

Audit:

- Keep the Board and its committees adequately and currently informed and held accountable through reports and other methods of the condition of the Wilderness Education Association and its operations.
- View reports for proper reflection of the operating results and financial condition of the Wilderness Education Association.
- Define and identify conflicts of interest throughout the Wilderness Education Association, and diligently administer procedures enforcing policies against those conflicts.
- Review compliance with relevant material laws affecting the Wilderness Education Association.