



Job Description for Members of the Board of Directors

The following are the most basic responsibilities of any member of the Board of Directors of Walk Oakland Bike Oakland:

Programs

- Be aware of the organization's program and campaign priorities.
- Evaluate the organization's existing programs against its stated purpose.
- Represent the organization in and to the community.
- Serve actively and enthusiastically in at least one committee and/or significant ongoing WOBO campaign or volunteer job.
- Regularly attend board meetings, which are currently the first Wednesday of each month starting at 6:30pm. Additional conference calls or meetings are scheduled as needed.
- Attend WOBO's board retreats and strategic planning sessions.
- Seek to involve a diverse group of community members in the organization.

Development

- Make an annual contribution before December 31st each year at a personally meaningful level, and do so with only one reminder. The organization currently has no minimum requirement.
- Cultivate and bring potential donors to WOBO.
- Fund raise by providing contacts and time resources.

Management

- Lend expertise and experience to the organization.
- Exercise due care in overseeing the activities of the organization.
- Select and evaluate the organization's executive staff.
- Ensure that members of the Board reflect the communities served by the organization.
- Be willing to work respectfully with other Board Members, staff and constituents.
- Correct, and take responsibility for, errors and oversights.
- Be accessible to staff and to other Board Members.
- Prepare well for board and committee meetings.

Joining the WOBO Board

- After a potential Board Member has been nominated to the Board by a Board Member, the candidate may attend WOBO Board Meetings.
- If a quorum of the Board votes to approve adding the potential Board Member to the Board, that individual becomes a full voting member of the WOBO Board of Directors.