



Washington Neighborhood Center

Policies and Procedures for Board Members

Contents:

- 1) Mission of the WNC
 - 2) Responsibilities
 - 3) Procedures
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1) Mission of the WNC

The mission of the Washington Neighborhood Center is to provide a safe and positive environment for children and young adults and assist them in the process of developing a healthy mind, body and spirit. Its staff of professionals and volunteers embraces this purpose and is committed to serving as a group of positive role models and mentors for the young people and the community served by the Washington Neighborhood Center.

All Board Members are expected to support this mission in every way.

2) Responsibilities

- Uphold and support the WNC mission
 - Attend all Board meetings
 - Join a minimum of one (1) committee and attend committee meetings
 - Maintain communication with other Board members in between meetings via email or phone
 - Participate fully in all meetings
 - Notify the Board Secretary prior to any meeting absence
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3) Procedures

1. Election

- a. Complete an application and attend the next Board meeting

- b. Participate in an interview by the Board
- c. If elected, your probation period begins

2. Probation

- a. For the first six months of Board membership, you are considered a probationary member
- b. Between the Board meeting of your election and the Board meeting closest to the end of your probationary period you will be evaluated on the responsibilities listed in this document (including committee involvement and conduct)
- c. At the conclusion of your probationary period the Board will vote to assign you permanent Board member status.

3. Committee Involvement

- a. All Board members must serve on at least (1) committee
- b. Committee involvement requires attendance at every monthly meeting (Board meeting months excluded) and participation in committee tasks

4. Conduct

- a. All Board members must conduct themselves in a professional manner at committee meetings, Board meetings, and in any capacity where they represent the WNC

5. Resignation/Removal

- a. Any Board member may resign from their position by providing their resignation in writing to the Secretary.
 - b. Any Board member may be removed from their position at the conclusion of their probationary period by a Board vote to do so.
 - c. Any permanent Board member may be removed at the conclusion of a review by the Operations committee (or another committee chosen by the President) of whether or not the member in question has been completing the responsibilities outlined in this document. A motion must be made to begin this review process.
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4) Authority

Currently appointed committee chairs have the authority to make decisions directly related to the responsibilities of their committee and that do not require the WNC to put out funds or change existing policies. Each committee chair should seek input from the members of their committee before a decision is made. All committee decisions should be reported to the Board and are subject to Board approval and/or changes. No Board member should make decisions that affect the WNC without the authority of a committee.

5) Accountability

- Each Board member serves at the pleasure of the Board
 - Each committee serves under the direction of the Board
 - If a majority of Board members determines that a committee is not adequately completing their responsibilities, the Board President can take measures to correct the committee's performance.
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