



Job Description
Member: Board of Directors
Watershed Stewards Academy

The Board of Directors of the Watershed Stewards Academy (WSA) is legally and ethically responsible for all activities of WSA.

The Board is responsible for:

- Determining how WSA carries out its mission through long-range and short-range planning and review.
- Adopting a diverse funding strategy, annual budget and providing fiscal oversight
- Recruiting, orienting and developing Board members
- Evaluating the performance of the Executive Director and/or staff, as needed.
- Evaluating Board performance and the overall performance of WSA in achieving its mission.
- Establishing policies for the effective management of WSA
- Insuring adequate resources for WSA

Responsibilities of Directors include:

- Understanding and promoting WSA's mission
- Being familiar with WSA's programs and operations
- Being a working member of at least one Board Strategic Committee
- Participating in resource development and fundraising
- Making an annual gift to the organization commensurate with one's ability
- Assisting and participating in membership development
- Being an advocate for WSA's mission
- Helping to educate the community
- Reviewing Board meeting materials before the meeting
- Identifying any potential conflicts of interest

Time Demands (approximate)

- Attend and actively participate in at least 75% of Board meetings. In addition to the Annual Retreat and Conference, Board meetings are held approximately 8 times per year, for 2 hours in duration. (*WSA board meeting times and durations may shift according to the DEI work in 2021)
- Strategic committee or other work – 2-4 hours per month or as decided by the committee
- Annual planning retreat – 1 day
- Annual Conference
- Attendance at Events (times vary) – Attendance at four (4) events per year recommended.
- Total estimate monthly time commitment – 6-8 hours

Financial and Resource Development

- Annual gift to organization (100% Board giving is expected). Directors are asked to consider a gift that is "significant according to their circumstances."
- Promote organization fundraising and cultivation events
- Recruit sponsors, if possible
- Identify and assist in cultivation of potential donors.
- Identify additional development activities with the Development and Communications Coordinator, according to his/her interest and abilities.

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WSA is a 501(c)3 non-profit organization and donations are tax-deductible to the fullest extent of the law. Our tax ID is 27-3502329. A copy of the current financial statement of Anne Arundel County Watershed Stewards Academy is available in writing or by calling the WSA office. The cost of postage and copies, documents and information filed under the Maryland charitable organizations law can be obtained from the Secretary of State, Charitable Division, State House, Annapolis, MD