



## **Board Member Description**

### **Purpose of the Board:**

The Renton River Days Board oversees the operation and mechanics of the Renton River Days Festival and monitors the solvency of the non-profit organization that supports the festival.

### **Full Board Responsibilities:**

- Establish Policy
- Secure adequate funding for the organization
- Monitor finances
- Create and update a long-range plan for the organization
- Select and support the organization's board officers
- Adopt key operating policies and procedures

### **Membership:**

The Renton River Days board represents a broad spectrum of leadership volunteers from the business and social strata of the Renton community. We seek individuals who:

- Have a strong commitment to the community and work to maintain and improve the quality of the festival
- Will make a reasonable commitment of time
- Will use their leadership skills to further the goals of the festival
- Will be committed to the festival
- Prefer experience with Renton River Days, a comparable event, or other community involvement

### **Responsibilities – Each board member will:**

- Fully commit to the mission, goals and objectives of the organization; inform the board of potential conflicts of interest or specific issues relating to the general purposes and activities of the organization.
- Attend board meetings and activities, including special events and board retreats.
- Come to board meetings well-prepared and well informed about issues on the agenda.
- Take an active role in the organization's strategic planning process and any activities designed to further the goals of the organization.
- Help to develop and meet realistic financial goals for the organization. Review and approve the event's annual budget.
- Actively participate in the resource and development process by helping to identify, educate and/or solicit potential major sponsors.
- Assist in enlisting volunteers to key leadership positions.
- Accept positions of responsibility within the board and the event when appropriate.
- Act as an ambassador to the community on behalf of the organization and be available during the week of the festival and attend festival weekend.
- Be aware of and communicate new opportunities to further the mission and goals of the organization.
- Serve on at least one board level committee.
- Establish and enforce the policies of the festival.
- Notify both the Festival Chairman and Festival Coordinator of any anticipated absences prior to meetings or events.
- Inform the Chairman in writing as soon as practical in the event of a necessary resignation.