

Women's Resource Center
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Board Member Job Description

Position Title: Member of the Board of Directors

Organization: Women's Resource Center of Newport and Bristol Counties (WRC)

Mission and Values: The Women's Resource Center (WRC) empowers survivors by providing trauma-informed services with equity and compassion while working collaboratively with the community to eliminate the root causes of interpersonal abuse.

The Board of Directors exemplifies the WRC's core values:

- **Equity and Justice:** Ending interpersonal abuse requires addressing the underlying systems and inequities that contribute to oppression. These systems are a root cause of domestic violence and must be eliminated to create thriving communities.
- **Dignity, Empathy, and Compassion:** We provide trauma-informed services with dignity, empathy, and compassion for our clients and community.
- **Authenticity and Integrity:** We serve with authenticity, fulfilling our duties in an ethical, transparent, and accountable manner.
- **Innovation:** We are committed to providing innovative and transformative services addressing the needs of the whole person.

Overview: The Board of Directors provides mission-based leadership and strategic governance of the WRC. The Board operates as a collective to ensure public trust in the organization's mission. The Board is accountable for the organizational health and effectiveness of the WRC and ensures the organization pursues its mission in a prudent and ethical manner. The Board-Executive Director relationship is a partnership, with the Executive Director handling day-to-day operations and the Board focusing on governance.

Duties and Responsibilities of the Board:

- Determine and articulate the mission, values, and purposes of the WRC.
- Monitor the effectiveness of WRC programs and services, ensuring they align with the mission. Assess results against short and long-term goals and implement improvements as necessary.
- Establish and follow proper procedures and policies for the organization.
- Ensure adequate resources to fulfill the organization's mission and goals.
- Provide fiduciary oversight of financial and risk management, ensuring ethical use of resources. This includes upholding the applicable duties, including **Duty of Care** (acting in good faith and with the care an ordinarily prudent person would exercise), **Duty of Loyalty** (acting in the best interest of the WRC, free from conflicts of interest), and **Duty of Obedience** (ensuring the organization complies with all applicable laws, regulations, and its bylaws, and adheres to its mission).
- Partner with the Executive Director to set, approve, and periodically assess strategic and succession plans.
- Hire, monitor, evaluate annually, and if necessary, release the Executive Director.
- Offer support, candid advice, and perspective to the Executive Director without intervening in management responsibilities.



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- Articulate prerequisites for Board candidacy, recruit candidates, orient new members, mentor, and evaluate the effectiveness of the Board.
- Ensure 100% participation in the Annual Giving program, at a level commensurate with each member's individual capacity.

Duties and Responsibilities of Individual Board Members:

- Promote the WRC's mission, values, and programs, serving as an ambassador to the community.
- Stay informed about WRC programs, policies, needs, and the changing environment affecting the organization.
- Make a personally meaningful annual gift reflective of the organization being a philanthropic priority.
- Actively participate in fundraising activities and events.
- Identify and cultivate potential donors and sponsors.
- Prepare for, attend, and conscientiously participate in Board and committee meetings.
- Serve on at least one standing committee.
- Act in the best interest of the organization and address any conflicts of interest appropriately.
- Adhere to confidentiality policies.
- Work in good faith with staff and other Board members to achieve the goals of the WRC, fostering a collaborative and respectful environment.

Ideal Candidate Profile/Qualifications:

The WRC Board seeks individuals who are deeply committed to our mission of empowering survivors and eliminating the root causes of interpersonal abuse. We are building a dynamic board and seek candidates with:

- A strong commitment to the WRC's mission, vision, and values.
- Demonstrated experience and expertise in areas relevant to non-profit governance, such as: fund development, finance, legal, marketing/communications, program development, human resources, or community engagement.
- Ability to exercise independent judgment and contribute diverse perspectives to board discussions.
- Strong communication, interpersonal, and leadership skills.
- A willingness to dedicate the necessary time and effort to board responsibilities, including meeting preparation, committee work, and external representation.

How to Apply:

For further information, visit our [website](#). To apply, please send your resume and a cover letter detailing your interest and qualifications to info@wrcnbc.org.

Join us in making a meaningful difference in the lives of survivors and in the community.