

**Washington Coalition of Sexual Assault Programs**

**Board of Directors**

*Job Description: Regional Representative*

**Elected:** By regional membership at Annual Meeting  
**Hours Per Month:** 10-15  
**Term:** Three Years  
**Report To:** Board Chair

**Goal:** To provide leadership and guide the operations of WCSAP to meet its goals and objectives; to actively participate and to carry out the duties of members of the Board of Directors.

**General Responsibilities:**

1. Set or review mission, bylaws, programs, policies and priorities for the organization.
2. Develop strategic plan and long term goals.
3. Adopt and review the organization's budget and set financial policy.
4. Review and comply with WCSAP policies and bylaws.
5. Hire and supervise the executive director.
6. Set and review personnel policy.
7. Act to increase the diversity of the organization at all levels.
8. Act as a voice and ambassador for the mission and the philosophy of the organization.

**Specific Duties:**

1. Attend 5 board meetings per year.
2. Serve on at least one board committee.
3. Solicit nominations for director vacancies with special attention to our commitment to diversity.
4. Attend membership meetings.
5. Actively support legislative efforts and encourage regional representation at Lobby Day.
6. Attend and participate in the annual conference.
7. Active participation in fundraising, to include annual board giving.
8. Board members contribute financially to WCSAP in a way that is meaningful to them
9. Solicit members for organization.

**Qualifications:**

1. Ability to carry out general responsibilities and specific duties as listed;
2. Possess specific skills or representation needed by the Board to carry out organizational goals and objectives;
3. Demonstrated commitment to the mission and philosophy of the organization;
4. Contribute to the diversity of the Board in skills and groups represented;
5. Be employed by a WCSAP member program (program level membership);
6. Support of agency/program to participate in required duties;
7. Be able to pass an annual background check.