

## Section Leadership Team Responsibilities

The volunteer Board of Directors holds legal and fiduciary responsibility for the Section. All members of the Board are expected to act as part of the leadership team working in the best interests of the Section and all its members. The Board sets policy and direction, and manages the day-to-day business of the Section.

Section Bylaws *may* also provide for an Executive Committee. In practice, the Executive Committee would convene in emergency or urgent circumstances where it would be impractical to contact the entire Board of Directors. The Board also may delegate specific issues or decisions to the Executive Committee. Each Section should consult its Bylaws to determine if it has this provision, the makeup of the Executive Committee, and its limitations.

## Duties and Responsibilities of Section Board Members

There are special duties and responsibilities for serving as a volunteer Board Member of a nonprofit organization and professional association, which all PNCWA/Section volunteers are expected to meet. This list is offered to help Board members and other volunteers become aware of these duties and responsibilities. Section Board members shall:

1. Act according to generally accepted standards for members of nonprofit boards, described as the duty of care, the duty of loyalty, and the duty of obedience.
  - Exercise reasonable care when making decisions affecting the Section
  - Act in the best interests of the Section, not for personal gain
  - Be faithful to the Section's mission, goals, and objectives
2. Understand that volunteers serving on the Board of Directors are legally responsible for their decisions and actions. The Association's Officers and Directors Liability insurance is intended to provide reasonable protection for volunteers, but does not offset individual responsibility.
3. Understand the financial and time commitments of serving on the Board. To reduce barriers to volunteer service, Sections may budget funds for travel and activities when the volunteer's employer is unable to fund these expenses.
4. Be informed about the organization's mission, services, policies, and programs.
5. Set policy and direction through goals and actions to fulfill the Section's mission and achieve its vision. Provide thoughtful, visionary decision-making for the ongoing benefit of the Section's members.
6. Attend and participate in Board meetings; review the Board meeting agenda and supporting materials prior to meetings.
7. Stay informed about the Section's financial status by reviewing the Treasurer's reports and financial statements.

8. Declare any potential conflicts of interest and abstain from voting in such instances.
9. Support decisions made by the Board of Directors.
10. Express concerns or disagreements during Board discussions.
11. Represent the Section at Regional Short Schools and/or other events as requested.
12. Attend the PNCWA Annual Conference and participate in specific activities as requested.
13. Serve on special committees, task forces, or take on special assignments as requested.
14. Suggest possible nominees to the Board and committees who can make significant contributions to the work of the Section.
15. Communicate with Section members to become aware of problems, opportunities, attitudes and needs. Be informed about current issues, prevailing attitudes and known membership needs.
16. Stay up to date on developments in the water environment field.
17. Inform others about the Section.
18. Maintain membership in WEF and PNCWA as required by the PNCWA Constitution.