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Volunteer Position: Director

Position Summary:

The Board of Directors oversees the activities of the National Association of the Remodeling Industry (NARI) Milwaukee Foundation, Inc. and is accountable to the State of Wisconsin laws which govern it, the community it serves and NARI Milwaukee, Inc, by which it is the charitable arm. The business affairs and property of the NARI Milwaukee Foundation shall be managed by the Board of Directors, which is appointed by NARI Milwaukee, Inc. Each Board member is expected to review and understand the organization's articles of incorporation, bylaws, policies and procedures, financial and legal situation, and strategic plan. They set the organization direction, ensure necessary resources and provide oversight.

The Board of Directors makes decision on, but not limited to, mission and vision; annual goals/strategic plan; annual budget; policies and bylaws; financial institutions and investment management; general counsel; auditors; establishment of boundaries of work teams and task forces it may recommend.

The Board of Directors monitors financial performance, community needs, partner satisfaction, NARI and industry trends, industry needs, partnership with NARI Milwaukee, performance of all contracted services, work teams and board performance.

Eligibility:

- Maintains a membership with NARI Milwaukee for each year of service on the board or commits to an annual \$1,000 charitable contribution to the Foundation payable July 1.
- Commits to continuous fundraising through solicitation of raffle and silent auction donations, monetary contributions, sponsorships or participation in Foundation events.
- Ideally candidate has served on at least one nonprofit Board of Directors, committee or task force.
- Ideally candidate has an interest or passion for the construction/remodeling trades, its professionalism, and expanding knowledge, programs and educational opportunities to the community in the trades.
- Commitment to advance the mission and vision of NARI Milwaukee Foundation
- Ability to make the necessary time commitment.
- A member of the NARI Milwaukee, Inc. Board of Directors as applicable.

Length of Commitment:

The Board of Directors appointed by NARI Milwaukee Inc. Board of Directors serve a term of three (3) years (July to June), unless otherwise determined by the Board prior to election. Directors may serve only one (1) term, after which they shall be ineligible to serve on the Board for a minimum of one (1) year.

Time Involvement:

Approximately 8 hours monthly. The Board meets the first Thursday of the month from 8:30 am to 10:00 am. Materials for the Board meeting are sent out prior to and expected to be reviewed for discussion or general knowledge. Board members are expected to attend at least 75% of the fundraising or community engagement functions/events as scheduled by the Foundation. Solicit for raffle and silent auction donations, monetary contributions, sponsorships or participation in Foundation events

Essential Duties and Responsibilities:

1. Attend in person Board meetings and any additional in person meetings which may include, but not limited to, Board retreats or strategic planning sessions held at the NARI Milwaukee office or other locations as determined.
2. Serve as a role model and as an advocate of NARI Milwaukee Foundation and its vision, mission and guiding principles to other Directors and the public. Act as a resource sharing accomplishments and goals and assisting with conflicts and concerns.
3. Assist the NARI Milwaukee Foundation Board in developing, advancing and executing:
 - a. Vision, mission and guiding principles
 - b. Annual and strategic plans
 - c. Carrying out its legal and fiduciary responsibilities including approving an annual budget, monitoring its performance and ensuring that proper financial controls are in place.
 - d. Oversight of the association management functions
 - e. Initiating formal and effective transition of office to incoming Directors at the end of term.
 - f. Identifying new potential volunteers who can help further the mission. Encourage and motivate organizations and individuals to become active supporters.
 - g. Identifying new financial donors and sponsors who can help further the mission. Encourage and motivate organizations and individuals to become active financial supporters.
4. Prepare in advance for decision-making and policy formation at Board meetings; take responsibility for self-education on the major issues before the Board.
5. Responsibly review and act upon work team recommendations brought to the Board for action. Be familiar with the organization's programs and operations for informed decisions.
6. Uphold the fiduciary responsibilities of the duty of care, loyalty and obedience, by acting in the best interest of the NARI Milwaukee Foundation by putting the interests of NARI Milwaukee Foundation above personal interests or personal business interests.
7. Define direction, delegate tasks and assist work teams in fulfilling their responsibilities to NARI Milwaukee Foundation.
8. Represent NARI Milwaukee Foundation as appropriate e.g. serve as a speaker, provide media interviews, lead meetings, advocate to all parties garnering support.
9. Support and promote decisions made by the NARI Milwaukee Foundation Board keeping all discussions of the Board confidential. Enhancing ongoing communication to and from the Board of Directors as able not violating confidentiality rules.
10. Participate in a self-assessment and evaluate the overall performance of the NARI Milwaukee Foundation Board on an annual basis.

Required Knowledge and Abilities:

- The ability to think strategically and analytically and to effectively communicate thoughts and the information and reasons for them.
- Possession of earned respect of key stakeholders and reputation for emotional maturity, personal integrity, and honesty.

- The ability to work well with others as a member of a collaborative group with group decision-making authority and an understanding of the fiduciary duties of loyalty, care, and obedience.
- Demonstrated understanding of “oversight” which is the outcomes decided by the Board.
- A demonstrated familiarity with the remodeling industry and NARI relative to the processes of the organization within which decisions and choices must be made.
- Ability/Willingness to ask for human and financial support from personal network or Foundations known network of volunteers and donors/sponsors.

Training:

- Board Orientation
- Leadership and team building training
- Specific task orientation as needed

Above statements are intended to describe the essential functions and related requirements of individuals in this position. They are not intended as an exhaustive list of all responsibilities.

I have read and understand the contents of the volunteer position description for Board Director:

Volunteer Signature: _____

Date: _____

Last Revised: 5/2022