



Member of the Board of Directors – Job Description

Mission

CWA's mission is to share information, experiences, and encouragement with those of us for whom written expression is an integral part of life.

For more information, please visit CWA's website at www.chicagowrites.org

Position

The Board will support the work of CWA and provide mission-based leadership and strategic governance. Specific Board Member responsibilities include:

Leadership, governance and oversight

- Prepare for, attend, and conscientiously participate in board meetings
- Faithfully read and understand the organization's financial statements
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- Leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission
- Participate fully in one or more committees

Organizational expectations

- Board Members will follow the organization's bylaws, policies, and board resolutions
- Board Members will disclose potential conflicts before meetings and actual conflicts during meetings
- Board Members will maintain confidentiality about all internal matters of the organization

Board terms/participation

CWA's Board Members will serve a three-year term to be eligible for re-appointment for an additional term(s). Board meetings will be held approximately every six weeks and will be approximately 2 hours in length.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about CWA's mission and who has a track record of board leadership. Selected Board Members will have achieved leadership stature in the literary community, business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in the literary community, business, government, philanthropy, or the nonprofit sector
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals

Service on CWA's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.

Benefits

- Serving your community: opportunity to be a representative of the diversity and social culture of your community.
- Professional development: Hone the skills you currently possess, and learn new skills that you can add to your CV/Resume and LinkedIn profile; meet and collaborate with other passionate and talented professionals while serving on a board and make key contacts for the future.
- Personal development: Build social capital to help you reach your own personal goals and to inspire your growth in the community at large.