



**Waccamaw RIVERKEEPER®**  
 A Program of Winyah Rivers Foundation  
 Coastal Carolina University  
 Center for Marine & Wetland Studies  
 1270 Atlantic Avenue  
 Conway, SC 29526  
 843-349-4007  
[wrk@coastal.edu](mailto:wrk@coastal.edu)  
[www.winyahrivers.org](http://www.winyahrivers.org)



**Board Member Responsibilities and Expectations**

**The WRF Board of Directors is a working board. Each member is expected to participate fully in board meetings, fundraising events, conferences, and other related activities that contribute to the mission and goals of the Foundation.**

TITLE: *Board member's name*     Winyah Rivers Foundation Board of Directors

REPORTS TO:     Board President

PURPOSE:        To serve the board as a voting member; to develop policies, procedures and regulations for the operation of Winyah Rivers Foundation; to monitor finances of the organization, its programs and performance.

TERM:             Three (3) years

EXPECTED MEETING ATTENDANCE:

- ✓ Regularly attend meetings as scheduled (about 6 per year)
- ✓ Attend standing committee meetings if a member (about 6 per year); participate as an ad hoc committee member if appointed
- ✓ Attend board retreats, in-service workshops and other board development activities
- ✓ Attend and participate in special events as needed

OBLIGATIONS TO THE BOARD:

- ✓ Establish policy
- ✓ Hire, supervise and evaluate the executive director
- ✓ Secure adequate funds
- ✓ Monitor finances
- ✓ Maintain and update long-range plans

SPECIFIC RESPONSIBILITIES:

- ✓ Attend meetings and show commitment to board activities
- ✓ Be well informed on issues and agenda items in advance of meetings
- ✓ Contribute skills, knowledge and experience when appropriate
- ✓ Listen respectfully to other points of view
- ✓ Participate in organizational decision-making
- ✓ Financially support the organization
- ✓ Assume leadership roles in all board activities, including fundraising
- ✓ Represent the organization to the public and to private industry
- ✓ Educate yourself about the needs of the people served
- ✓ Participate fully in fundraising activities.
- ✓ Serve as an active member on at least one board committee.

***I have read, understood and agree to the Board Member Responsibilities and Expectations as described above.***

\_\_\_\_\_  
 Board member's signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 President's Signature

\_\_\_\_\_  
 Date