

# **New Jersey Watercolor Society**

## **Policy on the Board of Directors Roles and Responsibilities**

### **Effective January 2025**

#### **Purpose**

This policy outlines the responsibilities and expectations of board members of the New Jersey Watercolor Society. It aims to ensure that board members uphold the mission, vision, and values of the organization while effectively contributing to its governance and strategic direction.

#### **General Responsibilities**

##### **Uphold the Mission and Vision**

- Understand, support and work to ensure the continuation of the mission and vision of NJWS.
- Serve as an advocate for the organization in the community, promoting its programs, events and activities.
- Develop a strategic plan, oversee its implementation and monitor the performance of the organization in achieving its goals and objectives.

##### **Participation**

- Attend and actively participate in board and committee meetings and special events.
- Participate on at least one committee.
- Prepare for meetings by reviewing agendas, reports, and other relevant documents.
- Support and abide by the decisions of the Board.
- Identify and recruit new members, board members and donors.

##### **Compliance and Legal Responsibilities**

- Ensure that NJWS complies with all legal, regulatory, and ethical standards, including laws related to nonprofit governance and be legally accountable for the same.
- Provide D&O (Directors and Officers) liability insurance for members.
- Abide by the Bylaws, Code of Conduct, Conflict of Interest and any other policies that apply to the Board.

##### **Fiduciary Duty**

- Ensure that the organization operates in a financially responsible manner, safeguarding its assets and ensuring its long-term sustainability.
- Review and approve annual budgets, financial statements, and major funding allocations.
- Endeavor to act in the best interests of NJWS and its members, donors, and other stakeholders.
- Maintain the confidentiality of all internal financial, legal, and operational matters.

## **Executive Board**

The Executive Board is comprised of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary and Treasurer. The Executive Board is responsible for the day-to-day management of the organization including, but not limited to, the responsibilities listed below.

### **Responsibilities of the Executive Board**

- Implement the strategic plan and the policies and practices established by the Board of Directors.
- Monitor financial performance.
- Review Committee Reports.
- Advise and make recommendations to the Board of Directors as to the status and needs relating to the activities and projects undertaken on behalf of NJWS.

## **Standing Committees**

The Standing Committees are comprised of the Exhibition, Governance, Communications, and Membership. The members are responsible for the management of the committee activities including, but not limited to, those listed below.

### **Responsibilities of the Standing Committees**

- The Standing Committees provide focused expertise and informed decision making in critical areas of NJWS operations.
- Committees will be composed of a Chair and members with the desire and expertise to carry out the functions of the committee.
- Committees will meet independently of the Board.
- Committees will report to the Board on the progress of their work and provide a written final report to the full Board as requested.

### **Exhibition Committee**

- Manage all aspects of the member and open juried shows including but not limited to awards, donations, juror and judge selection, hospitality and prospectus.
- Liaison with ShowSubmit.
- Report to or is Chaired by the 1<sup>st</sup> VP.

### **Communications Committee**

- Oversee the NJWS's messaging and how it engages with its audiences to ensure consistency in branding, marketing, and messaging across various platforms including print and electronic media.
- Execute internal communications such as the newsletter, notice of shows, Zoom events, and other official communications.
- Liaison with the webmaster.
- Report to or is Chaired by the 2<sup>nd</sup> VP.

#### Governance Committee

- Ensure compliance with the Bylaws and Policies.
- Recommend updates or changes to the Bylaws and Policies as needed.
- Nominate candidates for election to Executive Office and oversee elections.
- Recommend candidates for Board Member-At-Large positions.
- Maintain a file of NJWS official documents. (i.e. Bylaws, incorporation papers, corporate seal.)
- Implement the policies for the retention and destruction of documents.
- Report to or is Chaired by the Secretary.

#### Membership Committee

- Maintain up to date membership rosters, list of award recipients, and record of payment of dues.
- Notify members whose dues have lapsed.
- Liaison with WildApricot.
- Welcome new members; inform members when they become eligible for Signature membership status; send out letters of acceptance, etc.
- Report to or is Chaired by the Treasurer.

This policy has been established by the New Jersey Watercolor Society Board of Directors in compliance with and as a supplement to the NJWS Bylaws. The Board of Directors may revise the policy as it deems appropriate. Exceptions to these requirements due to hardship or other extreme circumstances may be made at the discretion of the NJWS Executive Board.