



Board Member (Trustee) JOB DESCRIPTION

EXPECTATIONS OF THE BOARD AS A WHOLE

The mission of Highlands Council is to foster a vibrant and caring community committed to service, diversity, stewardship, and well-being.

As the highest leadership body of Highlands Council and to satisfy its fiduciary duties, the board is responsible for the governance of the organization, including:

- Strategic and organizational planning
- Overseeing the preparation of and adopting annual budgets for Highlands Council expenses
- Selecting and evaluating the performance of the executive director
- Assessing its own performance as the governing body of Highlands Council
- Collaborating with the boards of the Issaquah Highlands Community Association (IHCA), Highlands Fiber Network (HFN) and the Issaquah Highlands Community Fund (IHCF)

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to support Highlands Council by:

- Knowing Highlands Council's mission, policies, programs and needs
- Serving as active advocates and ambassadors for the community building efforts of Highlands Council
- Being open to diversity of people, ideas and opinions
- Leveraging connections, networks, and resources to develop collective action to fully achieve Highlands Council's mission
- Being fair and reasonable in decision making
- Preparing for, attending, and conscientiously participating in board meetings
- Participating fully in one or more board committees
- Advising the executive director on matters related to expertise

BOARD MEMBERS ARE ALSO EXPECTED TO

- Follow Highlands Council's bylaws, the Covenant, Articles of Incorporation, policies and board resolutions
- Attend regularly scheduled board/committee meetings and community events whenever possible; respond to emails in a timely manner
- Sign an annual conflict of interest disclosure and update it during the year, if necessary, as well as disclose any potential conflicts that may arise during a meeting
- Maintain confidentiality about all internal matters of Highlands Council

The term of service for a Highlands Council Trustee is three years, and two consecutive terms may be served.