



# Community Action Council

## of Lewis, Mason & Thurston Counties

### Member of the Board of Directors Job Description and Expectations

**Purpose:** Support the long-term interest of the Community Action Council, meet regularly to oversee policy and direction, and assist agency leadership with general promotion of Community Action Council of Lewis, Mason and Thurston Counties, to support the organizations mission and needs.

**Mission:** We are on a mission to end poverty in our region, serving Lewis, Mason and Thurston counties. The Community Action Council of Lewis, Mason and Thurston Counties has focused on the issue of poverty in our communities since 1966, our mission to strengthen individuals and families to lessen the impacts of poverty, continues to guide our work to find innovative and deeply rooted community-based solutions. As our communities have grown and changed so have we, to ensure meaningful services to support individuals and families are readily available.

#### Major Responsibilities:

- Uphold an ethical and positive culture
- Attend and actively engage in board and committee meetings and special events, as well as
- engage in community and other activities that occur between meetings
- Participate on at least one subcommittee of the board
- Select, evaluate and determine compensation for the Chief Executive Officer, and ensure executive succession planning
- Review and approve agency strategy, annual operating and financial plans
- Monitor and hold management accountable for execution against established plans and budgets and strategic objectives and monitor risk
- Serve as an external advocate for the organization
- Review and approve major decisions which impact the organizations long term wellbeing, success and ability to carry out agency mission and vision

#### Meetings and Time Commitment:

- Complete orientation and attend ongoing board development opportunities
- The board of directors meets 10 times a year on a Wednesday evening from 5:30pm-7:00pm in a hybrid setting
- Committees of the board meet as needed to support the needs of the organization
- Board members are asked to timely respond to emails and attend special events as needed

*Serving our communities for over 50 years*

Lewis County  
409 N. Tower Ave. Centralia, WA  
98531  
(360) 736-1800 Fax (360) 736-1891

Mason County  
807 W. Railroad Ave. Shelton, WA  
98584  
(360) 426-9726 Fax (360) 427-8407

Thurston County  
3020 Willamette Drive NE Lacey, WA  
98516  
(360) 438-1100 Fax (360) 491-7729



# Community Action Council

## of Lewis, Mason & Thurston Counties

### Expectations of Board Members:

- Attend and participate in meetings on a regular basis, with an expectation of attending at least 75% of meetings, trainings and special events
- Actively engage in board conversations, activities and decisions that occur outside of board meetings
- Participate on one standing committee
- Help communicate and promote the organization mission and programs to the community
- Become familiar with the organizations finances, budget, and financial/resource needs and policies
- Support Community Action Council of Lewis, Mason and Thurston Counties with time, commitment and financially by attending events commensurate with one's ability

*Serving our communities for over 50 years*

Lewis County  
409 N. Tower Ave. Centralia, WA  
98531  
(360) 736-1800 Fax (360) 736-1891

Mason County  
807 W. Railroad Ave. Shelton, WA  
98584  
(360) 426-9726 Fax (360) 427-8407

Thurston County  
3020 Willamette Drive NE Lacey, WA  
98516  
(360) 438-1100 Fax (360) 491-7729