



## **Position of Trustee – Job Description**

Volunteer position serving two years.

The mission of the Northwest Civic Association (NWCA) is to promote a positive quality of life, attractive and safe neighborhoods, and a strong economy in northwest Columbus through inclusive community outreach, transparency, and accountability. The NWCA slogan is “Community Enrichment Through Participation”.

NWCA is governed by a board of trustees elected by NWCA members. The Board supports the work of and provides mission-based leadership to members. While day-to-day operations are led by the Board President and Officers, the Board-President relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

Trustee responsibilities include:

Serves as a trusted advisor to board president as necessary; is responsible for a program area (e.g. zoning, community development, communications/technology, parks and recreation, student trustee program, streets, safety, finance); makes serious commitment to actively reach out and engage citizens living in the NWCA area to learn of their interests and concerns and recruit members;

Regularly attends and actively participates in board meetings, important related meetings, and in committee work; volunteers for and willingly accepts assignments and completes them thoroughly and on time; stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports; gets to know other committee members and collaborates to build a positive working relationship that contributes to consensus; is an active participant in the committee's annual evaluation and planning efforts; participates in fundraising; represents the NWCA and northwest Columbus community in a professional and positive manner; and other duties that contribute to the benefit of the community.

### Preferred qualifications:

- Experience with non-profit community organizations; comfortable with various forms of communication (public speaking, electronic communications, social media, etc); conduct basic research as necessary; community service; community outreach.
- Knowledge: working understanding of NWCA; willingness to learn and abide by Roberts Rules of Order and basic parliamentary procedures.
- Abilities/Skills: active listening, ability to work with a diverse population; ability to identify, articulate and advocate issues expressed by members; willingness to learn new technologies, work as a team member and be receptive to forms of feedback.

Ver: July 15, 2017

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## Board of Trustee Application

The job of the trustee includes but is not limited to: attendance of monthly meetings; attendance of special meetings; active participation in NWCA community events outside of scheduled meetings; community outreach and engagement with members of the community in various methods; represent the community in a positive manner; and other duties that contribute to the benefit of the community.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Are you a current resident within the defined boundaries of the Northwest Civic Association? Y N

Were you presented a copy of the job description for the Northwest Civic Association Trustee? Y N

Relevant Education:

Relevant Experience:

References (please list 3):

**If any specific area of interest, please note below:**

Code Enforcement	
Communication and Website	
Insurance/Legal	
Membersip/Fundraising	
OSU/Don Scott	
Parks, Rec, & Bikeway	
Streets & Security	
Student Intern & Schools	
Zoning, Graphics & Development	
Other	

Why do you want to be a member of the Board of Trustees:

Additional Comments (optional):

I attest to the best of my knowledge that the aforementioned information is accurate, true, and complete.

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_