

## **Board Members Handbook**

### **Background**

For over half a century the Worcester County Poetry Association has thrived as an all-volunteer, non-profit organization dedicated to nurturing and promoting poetry throughout Worcester County. The WCPA has helped to forge poetic history for Central Massachusetts; as a board member you have an opportunity to be a part of this.

Decision making at our ten monthly board meetings is only part of the job. All members will maintain a level of professional decorum with other organizations and individuals to promote respect and well-being for the association.

### **Responsibilities and expectations:**

- Board members are current members of the association.
- Board members do not discriminate based on race, age, gender or sexual orientation.
- Board members attend monthly meetings where the official business of the association is conducted; be prepared to be an active participant, listen, evaluate proposals, and vote on motions. The board meets from 7-9 pm on the second Wednesday of the month. We do not meet in July and August. Please notify us if you are unable to make a meeting.
- Board members attend the annual meeting.
- Board members represent the association responsibly. All public statements reflect the values of the association.
- Fiduciary:
  - Board members insure professional financial oversight of the organization. Report any questionable practices to the President. The association does not allow board members to accept WCPA funds other than as expenses for an approved project. Any questions should be resolved by the President or at a board meeting.
  - Board members help with fund-raising.

In addition to the above, all board members should participate in one or more of the activities below:

- Volunteer to lead or assist in an association-sponsored program.
  - Examples: Worcester Review, Rain Poets, Bloomsday events, Annual Contest, Kunitz Reading/Medal
- Act as a contact with outside cultural/educational/political institutions:
  - Examples: Clemente Course in the Humanities, Contact person at one of the local colleges.
- Propose and support new projects and ideas:
  - Examples: Rain Poets, Mapping Worcester
- Take on an administrative task or position:
  - Examples: help with the mailing, distribute broadsides, assist at meetings and events.