My task as a board member

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Chapter / Affiliate

- The formal targets of the affiliate are written down in the founding papers (the regulations or the articles of association)

- More detailed information can mostly be found in additional documents (by laws)

- The Chapters Agreement establishes the relation with WMF

Regulations / bylaws

- Active voting right for members of the organization or co-optation

- Potential board members must comply with national law and the rules or terms laid down in the regulations

- These rules have been drawn up to ensure continuity (also in times of conflict)

Board responsibility

- To lead and govern the organization

- There is a large difference between organizations with or without paid staff members

Areas of board responsibility

- Strategic leadership

- Financial management and fundraising

- Communications

- Program management

- Partnerships

- Staff management

- Governance & compliance

Strategic leadership

- Align different visions on the future

- Identify opportunities and threats

- Care for continuity in a changing environment

- From vision to action > program management

Financial management

- Income
  - Fundraising
  - Grant applications
- Expenses
- Assets and liabilities

Communication

- Essentials:
  - The message
  - The image of the sender
  - The target groups:
    - Internal: users, readers, members, other affiliates
    - External: partners, institutions.

Program management

- Governing the two sided sword:
  - Content > what
  - Community > who
- Partnerships
- Program management ≠ project management

Staff management

- CEO
- Staff members, possible areas:
  - Community affairs
  - Support for content projects
  - Partnerships
  - Communication
  - Finance & administration

- Who is reporting to who?

Governance and compliance

- Setting targets and reporting results

- Financial reporting

- Preparation of board meetings, General Assembly etc.

- Division of tasks and responsibilities between board and staff

Competencies of board members

There is a difference between:

- Skills:

  – Financial skills, HRM practice, legal knowledge, educational skills, etc.

- Competences

  – Collaboration, networking, creativity, integrity, analytical ability, etc

Annex: WMF

- WMF = Board of trustees (+ important committees such as the FDC and Affcom)
- WMF = Staff (technical, community affairs, etc)
- Relation WMF – Affiliate
  - Formal relation ship = Chapters Agreement
  - Financial relation = (Annual) grants process
  - Operational relation = conferences, services to help each other