

## **Catalist Board Member Criteria and Expectations**

**Catalist Board of Directors is both a working and governance board.**

### **Eligibility**

A Catalist board member must be:

- An active member/staff of a Catalist affiliate in good standing.
- A current or former board member of a Catalist affiliate or a leadership-level staff member of a Catalist affiliate.
- Involved currently or in the past, with Catalist programs, committees and/or conferences.

### **Expectations**

A Catalist board member should:

- Know and commit to the Catalist mission, purpose, goals, policies, programs, services, strengths and needs, as well as be familiar with the breadth of membership.
- Serve the Network as a whole (as a distinct relationship, separate from your role in your affiliate).
- Disclose any conflicts of interest in a timely fashion.
- Attend in person the annual board retreat, usually 3 days/2 nights in June. (Airfare, hotel and some food are covered by board members.)
- Attend monthly 1.5 hour board meetings via phone or webinar (usually no meeting in December or July)
- Attend monthly webinars live or recorded.
- Attend the Catalist Conference, usually 3 days/ 2 nights, every 18 months at rotating locations. Board members cover their own travel, hotel and conference registrations

## **Catalist Board Member Criteria and Expectations-cont.**

- Chair/participate on a Catalist board committee and/or serve as an officer. Be willing to take on leadership positions and ad hoc assignments (i.e. conference facilitator role, ad hoc committees) filling in voids as needed.
- Make an annual contribution, to the best of her ability, to support Catalist. Catalist needs to represent 100% board participation as it asks for funding from Foundations.
- Represent Catalist to the public and seek to enhance Catalist's image in the community.
- Assist in fundraising and other resource development efforts (corporations, individuals and foundations).
- Support the Governance Committee's work to seek and cultivate future leaders for Catalist positions.
- Follow trends in philanthropy and women's leadership.

### **A Catalist board member should follow this Code of Conduct:**

- Respect the confidentiality of privileged board information.
- Bring goodwill and a sense of humor to the board's deliberations.
- Prepare for and participate in relevant meetings and the variety of activities of the Network (member-to-member discussions, etc.)
- Read, understand and question as appropriate the financial statement to fulfill the board's fiduciary responsibility.