



## Position Description: Board of Directors

*Version 2/18/2021*

Are you someone looking to give back to your community in support of local conservation efforts? Would you like to learn more about nonprofits and how they operate? We welcome you to apply for service on the Seattle Audubon Board of Directors to expand your professional network, join us in becoming an [anti-racist organization](#), and grow your leadership skills. You'll learn about governance, strategic planning, marketing, finance, branding, volunteer management, community engagement, and much more. We are eager to learn from you, too, and welcome applicants from all professional backgrounds and lived experience.

### About the Organization

**Our Mission:** Seattle Audubon advocates and organizes for cities where people and birds thrive.

**Our Vision:** Seattle Audubon envisions cities that integrate and value nature, minimize threats to birds, and protect habitat.

**Our Values:** We are a community of passionate, talented, and unique individuals, and our service is Seattle Audubon's most valuable resource. As a staff-run and volunteer-powered organization, we value:

**Inspiration.** Birds inspire and inform conservation in a unique and powerful way.

**Interconnectedness.** The health of birds and their habitats is tied to human health.

**Equity and Inclusion.** Equity and inclusion are necessary to achieve our mission.

**Diversity.** Diverse perspectives strengthen our understanding of birds, our community, and the environment.

**Humility.** There are infinite ways to experience and enjoy birds and nature respectfully.

**Collaboration.** We are most successful when we collaborate within and outside the organization.

**Science.** Our policies and programs must be informed by science.

**Our Legacy:** Founded in 1916, Seattle Audubon is an independently incorporated chapter of the National Audubon Society and one of the oldest environmental organizations in the Pacific Northwest. A month after our founding, we began leading bird walks and field trips and continue that tradition over a hundred years later. In 1919, we pressed the city of Seattle to establish a bird sanctuary in Seward Park. In the Twenties, we began lobbying to protect raptors, owls, and other birds not protected by the Migratory Bird Treaty Act; and we were ultimately successful in 1961. In the Sixties, we lobbied the City of Seattle to make Fort Lawton a park rather than a missile base, and in 1973, it became Discovery Park. In the Eighties, we joined other conservation groups in our decades-long efforts to protect the habitats of the Northern Spotted Owl and the Marbled Murrelet. These are just a few of the ways that the employees and volunteers of Seattle Audubon have historically supported birds and the environment. Today, we continue to monitor local and regional bird populations, provide enriching environment education programs for children and adults, and engage communities in urban conservation efforts benefiting birds and people.

**Our Strategic Plan:** The Seattle Audubon Board of Directors approved [a new 2020-2023 strategic plan](#) on June 11, 2020, released to the general public in July 2020. This plan, Cities at the Center, focuses the organization on five goals within three core themes: urban conservation, equity, and resilience.

## **Join Us in This Important Work**

The Board of Directors of Seattle Audubon is the organization's governing body, vested with the control and conduct of business, property, policies, and programs of the Society. There is a set of collective governance responsibilities of the Board of Directors set forth by the Washington State Office of the Secretary of State. Individual board members have common responsibilities that support their participation in the governance of the organization. Volunteers should expect an average of 5-6 hours of service/month, with some variation throughout the year.

Seattle Audubon values diversity in all aspects of our work and strives to create a diverse Board of Directors, staff, and volunteers that fully represent the depth and breadth of our community. Seattle Audubon recognizes that the future strength of our organization rests firmly on our commitment to engage, value, and respect diverse communities. Women, people of color, LGBTQ, and other applicants from historically underrepresented groups are encouraged to apply.

## **Required Qualifications**

1. Demonstrate a high degree of interest in Seattle Audubon and in your role as a board member.
2. Find a personal connection to Seattle Audubon's work, and become genuinely involved in the life of the organization.

## **Primary Responsibilities**

1. Be well informed about Seattle Audubon, its mission and goals, strategic plan, programs and priorities, budget and financial situation, and strengths and weaknesses.
2. Attend an initial board member orientation and subsequent board-development activities.
3. Perform board member duties responsibly, prudently, and ethically.
4. Prepare for and attend board meetings every-other-month, including two, all-day annual board retreats.
5. Actively participate in friend- and fund-raising activities.
6. Maintain membership in Seattle Audubon.
7. Avoid any conflict of interest or appearance of conflict of interest.
8. Read and understand the organization's financial statements and help the board fulfill its fiduciary responsibility.

## **How to Apply**

Seattle Audubon's Governance Committee, chaired by the Board Vice President, is charged with the recruitment and nomination of new members to the Board of Directors. To apply:

1. Please [complete an online volunteer application](#) (*if you do not already have an application on file with Seattle Audubon*) and endorse your interest in serving on the Board of Directors.
2. Also send an email to [governance@seattleaudubon.org](mailto:governance@seattleaudubon.org) including a brief statement of interest and attaching a resume or CV. Alternatively, these documents may be submitted in person or via postal mail to Seattle Audubon, 8050 35<sup>th</sup> Ave NE, Seattle, WA 98115.

*Please note: Board members are volunteers and are not compensated for their time.*

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[www.seattleaudubon.org](http://www.seattleaudubon.org)