

AWC Board of Directors – Overview of responsibilities

Introduction

The Association of Washington Cities is a private nonprofit association of cities and towns governed by a 25-member Board of Directors. Members of the AWC Board have a fiduciary responsibility to act in the best interests of AWC, and to avoid circumstances in which there may be a conflict of interest. This requires Board members exercise duty of loyalty, care, and good faith.

The primary responsibilities of the AWC Board of Directors are to oversee the discharge of the general organizational responsibilities, including: exercise due diligence and oversight to ensure sound financials and policies; adopt the annual budget and membership fees; adopt the legislative agenda in accordance with the Statement of Policy; adopt and monitor execution of the AWC strategic plan; act as an ambassador to members in the respective district; and provide direction on other issues as requested.

Qualifications for Board membership

AWC Bylaws outline the qualifications for a Board member from a multi-city district or at-large district. Those are: 1) one year of service as an elected city or town official, and 2) to have obtained the [Certificate of Municipal Leadership](#). Board members representing a single-city district must be an elected official appointed by the entity. Although not required, these members are encouraged to obtain their Certificate of Municipal Leadership prior to or as soon as practicable upon joining the Board.

Time requirements

- 1. Attend AWC Board meetings:** Board members are expected to attend all five Board meetings held throughout the year. Two of those meetings are one day meetings, generally held in September and December. In addition, the Board meets in conjunction with City Action Days Conference (January or February), on the morning of the opening day of the AWC Annual Conference, and immediately following the close of the conference. At a minimum, attendance at Board meetings requires **five working days**.
- 2. AWC Board of Directors retreat:** The Board holds regular retreats to set the mission, vision, and values of the association, to conduct strategic planning, and to engage on other topics requiring a deeper dive than a regular board meeting allows. These retreats will be held no more than annually, and generally require a time commitment of **two or three working days**.
- 3. AWC Annual Conference:** The AWC conference generally runs from Tuesday through Friday, the third week of June. The time commitment required to attend the conference is **four working days**, including attendance at the Board meeting prior to and following the close of the conference. Depending on the location of the conference, travel may require the commitment of an extra day.
- 4. City Action Days:** City Action Days is AWC's annual convening of city officials during the legislative session and is held in Olympia. The meeting is held in late February during odd numbered years, and late January during the shorter legislative sessions in even numbered years. The purpose of this conference is to have city officials meet with their legislators in Olympia during the legislative session and to lobby AWC issues on behalf of the entire city family. Attendance requires a minimum of **three working days**, in addition to travel time.

5. **Board/committee assignments:** Board members may serve on various committees, as appointed by the President. These may include the Board Legislative Steering Committee, AWC Employee Benefit Trust Board of Trustees, Audit Committee, Nominating Committee, Statement of Policy Committee, advisory committees, and ad hoc committees. The time commitment will vary based on the appointment.
6. **Member ambassador:** Connect with city and town elected officials within the respective district and region. Be a champion for AWC, build relationships with members, listen and learn about the needs of cities and towns, and connect that information back to AWC. The time commitment associated with these responsibilities will vary.
7. **Miscellaneous responsibilities:** These responsibilities include reviewing AWC board materials and correspondence from AWC staff; staying in regular communication with AWC staff; attendance at regional and district events; meeting on an as needed basis with city officials within the district; making calls to legislators on key legislation; and various other tasks. The time commitment associated with these responsibilities will vary.

Conclusion

Most AWC Board members find service on the AWC Board to be rewarding and an opportunity to help shape the direction of AWC. It requires a commitment of time and effort, and an understanding of AWC's mission, values, and vision. The above listing of Board member responsibilities is not intended to be exhaustive, but rather to provide guidance to prospective Board members regarding the roles and responsibilities as well as the time requirements relating to service on the Board. Questions regarding the roles and responsibilities of the board should be referred to AWC CEO Deanna Dawson at deannad@awcnet.org or by calling (360) 753-4137.