

What to expect as a board member

Board Code of Conduct & Ethics

Being on a nonprofit organization's board is rewarding, but not an easy task

Introduction

Once you have been elected to WIT board, you will be given a good introduction on WIT organization and processes. This covers the purpose and vision of the organization, the organization's staffing and structure, governance, etc.

Values and Ethics

Board Members are expected to work to the highest standards of integrity and ethics. Legislation and regulations cannot create values and ethics for a board. Ethics relates more to doing «what is right» and good judgment about what is, and will be seen as, ethical behavior.

The Elements of ethical behavior are:

- Working for the good of the organization rather than personal benefit
- Making sure that decisions are based on good and extensive information
- Being clear and open about conflicts of interest
- Showing high standards of conduct in and outside the boardroom
- Must respect confidential information.
- Must accept collective responsibility for all decisions.

Boards set the «tone» of an organization, so it is important that they are seen to behave with professionalism, integrity and high ethical standards - and that they are committed to complying with the letter and spirit of the WITs laws and regulations

Major Duties of Board Members

Specific duties of board members are set out in the constitution and bylaws. There are also general obligations that should be applied during the boards mandate, such as:

- Serve the full term (3 years)
- Must attend board meetings the first Wednesday of every month for at least 2 hours. Board meetings can be called more frequently if/when needed.
- Board Member is requested to send a formal apologies if they cannot attend the board meeting
- Respect time and punctuality
- Read all reports related to the projects send by WIT staff. Board meetings are for decision making, planning and evaluation
- Attend or participate in WITs activities. This includes but is not limited to:
 - Represent WIT in public events
 - Lead or be a member in one of the committees: Fundraising Committee, Writing Proposal Committee and Networking Committee.
 - Lead or be involved with a running project in the association
- Support the Executive Director and Review His or Her Performance
- Promote the Organization's Public Image

Description of the Board Positions

President of the Administrative Board

- The president of the Administrative Board is the president of the Association and assumes in that capacity the presidency of the General Assembly and Administrative Board meetings.
- She convenes the General Assembly and Administrative Board and presides their sessions and meetings.
- She represents the Association before the government and other parties in all matters.
- She signs all the correspondences and communications issued on behalf of the Association.
- She signs the financial payments and expenditures along with the treasurer, as per the Associations financial guide previously approved by the administrative board.
- She organizes with the annual report with the Secretary, and the financial statement and the annual budget with the Treasurer
- She oversees the activities of the Administrative Board and pursues the implementation of its decisions. She also oversees and monitors the administrative acts of employees

The Vice President

- She assumes the tasks of the president in case the latter is absent.
- She undertakes any additional tasks assigned to him by the president.

The Secretary

- The secretary assumes concurrently the secretariat of the General Assembly and the Administrative Board.
- She keeps records of minutes and decisions (of both the general assembly and administrative board).
- She receives the incoming letters and communications and presents them to the president for adequate decision making in that respect.
- She undertakes the notification of invitations and resolutions from members and concerned parties.
- She acts as treasurer in case the latter is absent.
- Exceptionally and in case of his absence from the Administrative meeting of the board, she can assign one of the board members to keep records of minutes and decisions and carry out its functions.

The Treasurer

- She safe keeps all assets of the Association, deposits and is responsible for the money in the bank.
- She collects enrollment and membership fees and issues numbered receipts.
- She assumes the cashing of all the funds, transfers and bonds or any sum of money received by the Association.
- She pays all the financial payments and expenditures, as per the Associations financial guide previously approved by the administrative board.
- She holds all the legal accounting books for all transactions and prepares the financial reports and the balance sheets and budgetary accounts.
- She is de facto a permanent member of any financial committee which might be established.
- She assumes the tasks of the Secretary in case the latter is absent.
- She prepares the financial report and the balance sheets and the budgetary accounts for presentation to the Board and the general assembly for their approval
- She is comprised as a member in any Financial committee that might be formed

[-Click here to read our Constitution Doc \(English Version\)](#)

[- Click here to read our Constitution Doc \(Arabic Version\)](#)