

AWC Board of Directors – Overview of responsibilities

Introduction

The Association of Washington Cities is a nonprofit association of cities and towns governed by a 24 member Board of Directors, including six officers. The primary responsibilities of the Board are to oversee the discharge of the general responsibilities of the AWC, including adoption of the AWC's legislative agenda, adoption of the annual budget, review and direction of the member services programs, and providing direction regarding other policy issues. In addition, several Board members serve on the AWC Board/Legislative Steering Committee, the Legislative Priorities Committee, and other ad-hoc committees as needed. Board members are also expected to attend the AWC Annual Conference, the City Action Days Conference, and the AWC regional meetings in their area.

Qualifications for Board membership

The sole qualification to serve as a district or at-large member of the Board is one year of service as an elected city official. While not required, candidates for the AWC Board should have an understanding of the AWC's roles and responsibilities, and be committed to serving as a spokesperson on behalf of AWC in discussions with legislators and within the district. While not required, it is beneficial to have at least two years of service as an elected official when seeking election to the AWC Board of Directors.

Time requirements

- 1. Attend AWC Board meetings:** Board members are expected to attend all five Board meetings held during the year. Two of those meetings are one day meetings, generally held in September and December. In addition, the Board meets *the day before* the City Legislative Action Conference (January or February) and 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:** Every three to five years, the entire Board schedules a retreat to review specific aspects of AWC's activities. Attendance at the retreat generally requires a minimum of **three working days**.
- 3. AWC Annual Conference:** The AWC conference generally runs from Wednesday 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. However, depending on the location of the conference, travel may require the commitment of an extra day.
- 4. City Action Days Conference (CAD):** CAD is the AWC annual "call to arms" 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 CAD 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 at CAD requires a minimum of **three working days**, in addition to travel time.

5. **Board/Legislative Steering Committee:** Generally 4-5 Board members, in addition to the AWC Executive Committee are appointed to serve on the Board/Leg Steering Committee. This committee meets on as needed basis. Most meetings are generally by conference call, and last for less than an hour. Little additional time is required for service on this committee.
6. **Miscellaneous responsibilities:** These responsibilities include attendance at the AWC regional meetings; meeting on an as needed basis with city officials within the district; making calls to legislators on key legislation; and assorted other tasks. In the aggregate these responsibilities will generally consume less than a **full working day**.

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 this document should be referred to AWC CEO Peter King at peterk@awcnet.org or AWC COO Luann Hopkins at luannah@awcnet.org or by calling (360) 753-4137.