

New York Wine and Grape Foundation

Board Job Description

Position Title: Director

Reports To: Chairman of the Board

NYWGF Mission

The Foundation will promote the world-class image of New York grapes and wines from our diverse regions to responsibly benefit farmers, producers and consumers through innovative marketing, research, communication, and advocacy.

Expectations of the Board as a Whole

1. Annually review and determine the mission and purposes of the organization.
2. Select and annually evaluate the performance of the CEO/ Executive Director.
3. Ensure compliance with applicable laws, regulations, policies and ethical standards.
4. Execute strategic and organizational planning.
5. Ensure strong fiduciary oversight and financial management.
6. Initiate and lead organizational fundraising and resource development.
7. Approve and monitor NYWGF's programs and services.
8. Enhance NYWGF's image and advance its mission with public and private stakeholders.
9. Assess its own performance as the governing body of NYWGF.
10. Maintain confidentiality about all internal matters of NYWGF.
11. Monitor the performance and the achievement of the goals/outcomes of NYWGF by synthesizing data into a key performance indicators dashboard.

Individual Duties and Responsibilities

Governance

1. Exercise a duty of loyalty to NYWGF and pursue the mission of the Foundation with undivided allegiance; while participating in Board activities, Board members have a duty to NYWGF not to their own organizations and businesses.
2. Follow the organization's state enabling legislation, bylaws, policies, and board resolutions.
3. Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings.
4. Attend regular and special meetings, committee meetings and other functions of the Board of Directors.
5. Actively participate in, and contribute to deliberations and decisions, and support the decisions of the Board of Directors.
6. Participate fully in one or more board committees and offer to take on special assignments.
7. Represent the state statute mandated industry stakeholder group and/or regional industry perspective.

8. Assisting the CEO and Board Chair in identifying and recruiting other Board Members that is diverse and reflects the communities that NYWGF serves.

Finance

1. Faithfully read and understand the organization's financial statements.
2. Fully engage in identifying and securing the financial resources and partnerships necessary for NYWGF to advance its mission.

Promotion

1. Serve as an active advocate and ambassador for the organization.
2. Leverage connections, networks, and resources to develop collective action to fully achieve NYWGF's mission
3. Communicate pertinent facts regarding NYWGF to industry members in home grape growing and wine producing region.
4. Promote NYWGF as an organization among wine and grape industry members in home region, whether they are NYWGF members. Assist management and staff in recruiting and maintaining memberships.
5. Balance individual interests of constituent members with overall duties to NYWGF.

Other Duties

1. Communicate to Board and management relevant facts about regional issues, cultural conditions, issues and concerns, competitive developments, industry and market trends and other information that would aid the association in serving the grape and wine industry's interests.
2. Perform other duties at the request of the Chairman of the Board of Directors.

Board Terms and Participation

NYWGF's Board Members will serve a three-year term to be eligible for re-appointment for two consecutive additional terms. A term-limited board member may continue serve on board committees as a "non-director" and may be re-elected to the board after a one-year hiatus. Ex-officio board members serve for the duration of their official capacity with the State of New York.

Board meetings will be held quarterly, and committee meetings will be held in coordination with full board meetings.

Service on NYWGF's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.