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## Trustee Responsibilities

**Mission Statement:**

The mission of the Northwest Civic Association (NWCA) is to promote a positive quality of life, attractive and safe neighborhoods, and a strong economy in northwest Columbus through inclusive community outreach, transparency, and accountability. The NWCA slogan is “Community Enrichment Through Participation."

A NWCA Trustee is a volunteer position serving a two-year term. The NWCA is governed by a board of trustees elected by NWCA members. The Board supports the work of and provides mission-based leadership to members. While day-to-day operations are led by the Board President and Officers, the Board-President relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

 **Trustee responsibilities include:**

* Serves as a trusted advisor to Board President as necessary
* Is responsible for a specific program area (e.g. zoning, community development, communications/technology, parks and recreation, student trustee program, streets, safety, finance)
* Commits to actively reach out and engage citizens living in the NWCA area to learn of their interests and concerns and recruit members;
* Regularly attends and actively participates in board meetings, important related meetings, and participates in committee work
* Volunteers for and willingly accepts assignments and completes them thoroughly and on time
* Stays informed about committee matters, prepares for meetings including reviewing minutes, pending agenda items and reports
* Becomes familiar with other committee members and collaborates to build a positive working relationship that contributes to consensus
* Is an active participant in the committee's annual evaluation and planning efforts
* Participates in fundraising and other duties that contribute to the benefit of the community
* Represents the NWCA and northwest Columbus community in a professional and positive manner

**Preferred qualifications:**

Previous experience with:

* non-profit community organizations
* comfortable with various forms of communication (public speaking, electronic communications, social media, etc) as well as conducting research as necessary

Knowledge:

* having an understanding of NWCA, community service, community outreach, willingness to learn and abide by *Roberts Rules of Order* and basic parliamentary procedures

Abilities/Skills:

* active listening
* ability to work with a diverse population
* ability to identify, articulate and advocate issues expressed by members
* learn new technologies
* work as a team member , i.e., receptive to various forms of feedback