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**Ms. Wheelchair Kansas, Inc.**

**Board Member Position Description**

***The MISSION of Ms. Wheelchair Kansas, Inc. (MWKS) is to annually select an adult and youth titleholder, who are wheelchair mobile, that will successfully advocate, educate, and empower all people on a state level.***

**Board of Directors Position:** Board Member

**Reports to:** President and Chairperson

**Length of Term:** Each board member shall hold office for a term of two (2) years. A board member may be elected to serve more than one (1) term of office, but not exceed four (4) consecutive terms.

**Function:** The function of a MWKS board member is to actively promote, support, and secure the organization, as well as support the CEO and State Coordinator.

**Qualifications:** All board members must have an interest in, and ability to implement, the purpose and goals of Ms. Wheelchair Kansas, Inc. Board members must have a belief in the organization’s mission and philosophies. They must also have the ability to work as a team, communicate effectively, and conduct themselves in a professional manner when representing the organization.

**Responsibilities:**

1. Directly supports and provides leadership to the CEO and State Coordinator of MWKS.
2. Participates in the evaluation of the CEO and State Coordinator on an annual basis.
3. Regularly attends and actively participates in board meetings and other important related meetings. MWKS will have a minimum of four meetings each year, including the annual meeting in August. Two will be designated by the President and Chairperson as in person meetings and two will be designated as conference call meetings. Board members may only miss one out of the four meetings per year and must inform the President of their absence before the meeting.
4. Ensures that they are prepared and reviews agenda and supporting materials prior to board and committee meetings.
5. Volunteers for and willingly accepts tasks and completes them thoroughly and on time between board meetings.
6. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
7. Gets to know other board members and builds a professional, working relationship that contributes to consensus.
8. Assists the board in carrying out its fiduciary responsibilities, such as reviewing the organization’s financial statements, organizational budget, and audit report.
9. Contributes $50 financially to the organization each year. Board members may donate themselves or may solicit sponsors to cover their contribution. The contribution must be made by January 31 of each year.
10. Considers volunteering at the annual Ms. Wheelchair Kansas event.
11. Promotes and attends special events and fundraisers as needed.
12. Is well informed about MWKS mission, programs, and policies. Also stays well informed of the activities and basic information of selected titleholders each year.
13. Makes appearances and informs others about the MWKS mission and programs as needed.
14. Actively promotes the organization in order to create partnerships, recruit contestants, and increase awareness of the organization’s mission.
15. Identifies and actively recruits individuals who may fill future board positions.
16. Understands and complies with the by-laws and rules governing the organization.
17. Is supportive of disability rights and the Independent Living Movement.
18. Performs other duties as assigned.

*For more information about serving on the Ms. Wheelchair Kansas, Inc. Board of Directors, contact the President/CEO, Carrie Greenwood, at* [*mswheelchairkansas@yahoo.com*](mailto:mswheelchairkansas@yahoo.com) *or 785-633-7255.*

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