

Woodbridge Potomac Communities Civic Association

Board Roles & Responsibilities

Mission

The mission of the Woodbridge Potomac Communities Civic Association (WPCCA) is to develop positions on land use, environment, transportation and development in Woodbridge and unite the Woodbridge communities to promote civic interests.

Roles

The Board will support the mission of WPCCA through strategic leadership. Specific Board Member responsibilities include:

Governance

- Conduct official WPCCA business; including monthly membership meetings and board meetings.
- Ensure WPCCA operates in accordance to the bylaws.
- Vote on official matters; to include policy and development application positions, amendments or ratifications to the bylaws, and affiliations with other organizations.
- Create and oversee an annual program.

Positions

Board members may volunteer and be elected to serve different positions on the Board including:

- Chairman
- Vice Chairman
- Secretary
- Treasurer
- Committee Chairs

Recruitment

Board members may assist with recruiting new members to WPCCA.

Fundraising

Board members may assist with grant applications and administration and fundraising activities to support the work of the mission.

Responsibilities

Board Meetings

WPCCA Board meetings are held once a month at least nine times a year. Meetings are currently held on the first Monday of the month at 6:30pm at various locations in the Woodbridge District. This schedule may be changed through Board policy. Board members are expected to attend 75% of Board meetings.

General Membership Meetings

WPCCA hosts general membership meetings once a month. Membership meetings are not held December, July or August. Meetings are held the third Thursday of the month from 7-9pm. Board members are expected to attend 75% of membership meetings.

Time Commitment

Board members are expected to commit at least six hours a month to the WPCCA.

Election Process

The WPCCA Board may appoint members to serve vacancies. Appointed Board members will be voted on at the annual election in October and elected by a simple majority of present WPCCA members. Elections are held annually.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about WPCCA's mission and who has a record of community service and leadership.

Candidates will have the following qualifications:

- Resident or business owner of the Woodbridge District.
- A commitment to and understanding of WPCCA's mission and programs.
- Personal qualities of integrity, professionalism, and a passion for improving Woodbridge.

Service on WPCCA's Board of Directors provides a platform for higher engagement and influence in local government and community affairs.