



**Petaluma Gap Winegrowers Alliance
Member of the Board of Directors
Job Description and Expectations**

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership, activities and general promotion of the PGWA so as to support the organization's mission and needs. The mission of the PGWA is to:

- Promote the winegrowers and vintners within the Petaluma Gap and foster the production of high-quality wines crafted from Petaluma Gap fruit
- Cultivate positive relationships with the community by elevating awareness of growing and winemaking practices and an understanding of the winegrowers' commitment to respect and protect the land
- Continue to advance Petaluma's 150-year heritage as a successful wine-producing center

Length of term: One year. Board members are eligible to seek reelection annually.

Meetings and time commitment:

- The board of directors meets monthly on the first Tuesday of the month at 6:00 pm at a Petaluma location (location may vary from month to month). Meetings typically last 1½ to 2 hours.
- Committees of the board meet an average of six times per year, depending upon their respective work agenda. Committee meetings typically last 1 to 1½ hour.
- Preparation/follow-up work outside of meetings: 2 to 4 hours per month.
- Board members are also asked to attend at least two special events or meetings per year, as they are determined.

Responsibilities and Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Be prepared and informed. Before each meeting, read the meeting materials sent to you. Come prepared to ask questions and make constructive comments.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Contribute your enthusiasm and skills to help communicate and promote the PGWA mission.
- Become familiar with the PGWA bylaws, policies and procedures, finances, budget, and financial/resource needs.
- Participate in fundraising and outreach.