

Board Member Job Responsibilities

The Board as a whole has the responsibility for governing the 501(c)(3) organization. The Board is responsible for determining agency policy in the following key areas: human resources, strategic planning, finance, development, community relations and operations.

Board members share the following responsibilities in these key areas:

Human Resources

- Board membership, which includes recruiting and orienting new board members; training, evaluating and recognizing existing board members, and providing board members with opportunities to grow and develop as leaders.
- Selecting and supporting the President and CEO, including reviewing performance regularly and providing on-going assistance as requested by the President and CEO.

Strategic Planning

- Set and review the organization's mission and goals on an annual basis
- Plan for the organization's short-term and long-term future
- Decide and plan which projects and programs the organization will provide
- Evaluate the organization's programs and operations on a regular basis

Finance

- Ensure financial accountability of the organization
- Oversee an ongoing process of budget development, approval and review
- Manage and maintain properties and investments the organization possesses

Development

- Ensure adequate resources to achieve the organization's mission and implement the organization's programs and projects
- Participate in fundraising activities based on the individual's skill and background

Community Relations

- Ensure that the organization's programs and services appropriately address community needs
- Promote the organization to the general public, including serving as an emissary of the organization to the community
- Promote cooperative action with other organizations, including activities and occasions when the organizations should take part in coalitions, joint fundraising, etc.

Operations

- Ensure that the organization's administrative systems are adequate and appropriate
- Ensure that the board's operations are adequate and appropriate
- Ensure that the organizational and legal structure are adequate and appropriate
- Ensure that the organization and its board members meet all applicable legal requirements

Requirements for Board Service

The following are requirements to serve on the Board of Directors:

- A demonstrated interest in the organization's mission and goals
- Specific experience and/or knowledge in at least one of the following areas: human resources, planning, finance, development, community relations, real estate transactions or operations, farming/ranching/natural resources
- Representation of a key aspect or segment of the community
- A willingness to expand knowledge of board responsibilities through orientation and ongoing training
- A willingness to represent the organization to the community
- A willingness to commit eight to twelve hours per quarter, distributed approximately as follows:
 - Board meetings (3-6 hours)
 - Preparation and attendance - must attend in person at least 80% of the time, and by video conference when unable in person
 - Note that meetings are quarterly - allow for up to six hours every three months
 - Committee Meetings (1-3 hours)
 - Special Requests (1-3 hours)
 - A willingness to participate in Board fundraising activities, retreats and events, and make a financial contribution to the organization to the best of one's ability