

Friends of Grafton Lakes State Park Policy

Policy Number: 2016.2.05.005
Policy Name: Position Description – Board Member
Originally Issued: 2/5/2016
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Reports to: President

Position Description **Board Member**

Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as making sure the nonprofit has adequate resources to advance its mission.

The main legal responsibilities of a nonprofit board are often summarized in the "three Ds":

- **Duty of care:** Board members are expected to actively participate in organizational planning and decision-making and to make sound and informed judgments.
- **Duty of loyalty:** When acting on behalf of the organization, board members must put the interests of the nonprofit before any personal or professional concerns and avoid potential conflicts of interest.
- **Duty of compliance:** Board members must ensure that the organization complies with all applicable federal, state, and local laws and regulations, and that it remains committed to its established mission.

In our organization, Board members are expected to contribute directly to the following:

- **Attend and fully participate in board meetings** (4 times a year, online okay)
- **Serve on one Board Committee:**
 - Governance & Finance
 - Events & Activities
 - Volunteers & Membership
- **Read distributed material** and be prepared for the board meetings
- **Participate in board workshops** (occasional)

- **10-15 hours of volunteer leadership and service** each year. This includes committee service; help in organizing events, activities, and volunteers; help with social media, newsletter, other tasks as suggested by officers
- **Assistance with fundraising and member recruitment**

To ensure the health of the organization, board member responsibilities are limited to these functions. While Board members may be invited to serve in additional capacities (e.g. volunteer coordinator, social events coordinator, organizational member liaison, newsletter editor, member services coordinator, social media coordinator), participation is understood to be entirely within the board member's discretion. It is understood that these tasks can also be assigned to member-volunteers, and that they are not a necessary function of the Board.

Attendance at the annual meeting is expected, but this will generally be scheduled, in early November, based on board member availability. Board members *who are able* are also encouraged to contribute to the financial health of the organization through assistance with fundraising or direct contributions.