



Ecology in Classrooms and Outdoors

## **Board of Directors Roles & Responsibilities** [Online Application Form](#)

Oregon non-profit board members are held to being loyal to the organization, obedient to the mission, and practicing due care in regard to decisions and policies affecting the organization. The moral owners of ECO are the students; the board must remember to keep the students at the core of their decision making.

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

**Mission Statement:** ECO inspires students to care for nature and their local communities through hands-on science education and climate action.

**Length of Term:** Two years, which may be renewed pending Board approval

**Compensation:** Directors shall receive no compensation for their duties

### **Major Responsibilities:**

- Protect the mission of the organization; all activities should support the mission
- Ensure programming is in accordance with ECO's Mission Statement
- Provide organizational leadership and advisement
- Participate as a Board Director and member of one committee
- Complete board and committee assignments thoroughly and timely
- Review and revise, where necessary, Bylaws and all policies on a schedule that meets ECO's operational needs
- Provide financial management, including adoption and oversight of the annual budget
- Participate in strategic planning periodically (every 3 to 5 years); and strategic goals assessment and evaluation annually
- Hire and, if necessary, fire executive director(s)
- Review organizational and programmatic reports
- Recruit new board and committee members
- Follow the legal responsibilities in Oregon's Guide to Nonprofit Service
- Prepare for and attend no fewer than four regular board meetings, and 80% of committee meetings
- Attend or volunteer for ECO programs once per year
- Build collegial working relationship with board and committee members

### **Meetings and Time Commitment:**

- Meet bimonthly (every other month) for two-hour long virtual board meetings. Must attend a minimum of four of these meetings per year.
- Meet bimonthly (alternate months from official board meetings) for virtual one-hour board check-in
- Meet monthly or bimonthly for committee meetings, pending respective work agendas

- Attend special events or meetings, such as fundraisers, volunteer appreciation gatherings, community meetings, etc.

**Expectations:**

- Help communicate and promote ECO mission and programs to the community
- Raise awareness and, when possible, revenue for the organization
- Financially support ECO in a manner commensurate with one’s ability
- Be alert to community concerns that can be addressed by ECO’s mission, objectives and programs
- Serve as a fiduciary of the public’s trust and donations
- Connect with and develop relationships with donors and partners

**Members of ECO’s Board of Directors:**

- Listen carefully to fellow board members
- Respect the opinions of fellow board members
- Respect and support the majority decisions of the board
- Recognize all authority is vested in the full board only when it meets in a legal session
- Bring to the attention of the board any issues believed to have an adverse effect on ECO or those we serve
- Refer community complaints to the Board
- Ensure ECO is well-managed, without directly managing the organization
- Represent all the people that ECO serves and not a particular geographic area or interest group
- Consider themselves a trustee of ECO and ensure it is well-maintained, financially secure, growing and always operating in the best interests of our mission and those ECO serves

**ECO provides the following to board members:**

- Directors & Officers liability insurance
- Full Board contact list
- Virtual meetings schedule and online access for each meeting
- Board member coach (another Board member)
- Committee Charters and guidance regarding committee obligations
- All financial management resources, protocols, plans and schedules
- Executive Director job description, evaluation schedule and process
- Timely submission of prior meeting minutes and materials for approval at following meetings
- Article of Incorporation, IRS 501c3 letter Bylaws, policies and policy review schedule
- Introductions to existing and new staff as they are hired
- All mission, fundraising and program resource materials
- All other ECO resources to help me fulfill my obligations as a Board member
- Reimbursement of direct expenses that I choose *not* to otherwise donate

Board member name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_