

Job Description

Position:	<u>Skagit Land Trust Board Member</u>
Staff/Volunteer:	Volunteer
Monthly Hours:	minimum of 6; average of 8-10 for most board members (meetings, preparation, consultation)
Term:	Three years, elected annually at the Annual General Meeting
Review Date:	

Accountability

The Board of Directors are collectively accountable for the organization's performance in respect to the mission and objectives of the organization and for the stewardship of financial resources. The Directors are accountable to members, key stakeholders and the community in general.

Authority

Board members have no authority to act individually in the direction of staff and volunteers or to act as spokesperson for organization unless specifically given such authority by the board.

Responsibility

Board members are responsible for the effective governance of the organization including its vigorous pursuit of its mission and objectives, the adherence to its core values.

General Duties¹

Each member of the Board of Directors is expected to do the following:

- Be a member of the Trust
- Prepare for and attend at least 70% of board meetings.
- Serve on at least one committee with regular attendance.
- Work as a team member and support board decisions.
- Question proposals and assumptions to help the land trust.
- Review, clarify and amend the mission, goals and objectives of the organization.
- Develop, amend and approve by-laws and governing policies outlining key financial, administrative, program and board practices.
- Monitor the performance of the organization to the best of your ability.
- Participate in hiring and releasing of the Executive Director.

- Participate in the evaluation of the Executive Director.
- Financially support the organization to the best of your ability.
- Assist the organization in raising necessary funds and supporters.
- Keep informed about or up-to-date on community issues relevant to the organization.
- Represent the Trust to the community to the best of your ability.
- Participate in the recruitment of new Board members and advisory committee members.
- Be available for consultation.
- Reading, educating and field trips as required on concepts necessary to govern organization.
- Review and sign Conflict of Interest and Confidentiality documents.

Qualifications

The following are considered key job qualifications:

- Knowledge of the Skagit and its community.
- Commitment to Skagit Land Trust's mission
- Time (as required)
- Openness to learning
- Willingness to share expertise and viewpoint

Current Committees (Standing)

- Land (meets approximately monthly)
- Stewardship (meets approximately monthly)
- Public Policy (meets as needed)
- Development and Communications (meets approximately monthly)
- Investment (meets as needed)
- Executive/Finance (meets monthly)
- Nominating (meets as needed)
- Facilities (meets as needed)

ⁱ Note: The list of duties is not meant to be inclusive. The list should be reasonable given expectations of time commitment required.