



Connecticut River Coastal Conservation District, Inc.

Board Member Job Description

Mission: The mission of the Connecticut River Coastal Conservation District, Inc. (the District) is to promote the sound use and management of our natural resources through technical assistance and education.

Purpose: The Board oversees the operations of the District to assure effective and ethical management and support the organization's mission and needs by leading, advising, developing policy and direction, and general promotion.

Major Responsibilities*: Members of the board share these responsibilities while acting in the interest of the District, in partnership with the Executive Director and staff. Each member is expected to make recommendations based on his or her experience and vantage point in the community. Responsibilities include:

- Determine the organization's mission and purpose.
- Select the chief executive.
- Support the chief executive and review his or her performance.
- Ensure effective organizational planning.
- Ensure adequate resources.
- Manage resources effectively.
- Determine, monitor, and strengthen the organization's programs and services.
- Enhance the organization's public standing.
- Ensure legal and ethical integrity and maintain accountability.
- Recruit and orient new board members and assess board performance.

**Please see accompanying document in the Board Handbook for detailed explanation of responsibilities.*

Length of term: Three years (two years for alternates), with possibility of reelection.

Meetings and time commitment:

- The full Board meets July through June on the fourth Tuesday, 6:00 p.m., at the deKoven House Community Center. Meetings typically last 90 minutes.
- Committees of the board meet an average of four times per year, depending on their work agendas.
- Board members are also expected to participate in District events, such as our annual plant sale fundraiser.

Expectations of board members:

- Attend a minimum of 7 meetings per year. Attend and participate in meetings on a regular basis, and special events as able.
- Participate on at least one standing Board committee, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by the District's mission, objectives, and programs.
- Help communicate and promote the District's mission and programs to the community.
- Become familiar with the District's finances, budget, and financial/resource needs.
- Understand the policies and procedures of the District.
- Financially support the District as commensurate with one's ability.

Adopted on June 23, 2010 by the Board of the Connecticut River Coastal Conservation District (revised June 2015)
Modified from the Nonprofit Works Board Job Description (www.nonprofitworks.com)