

Board Member Job Description

Board members of Green River Foundation are our links to the community and as such are essential and important volunteers. A commitment to serve on the board carries with it certain expectations, both formal and informal. Our commitment is to make your board service rewarding and enjoyable, and to help you exercise your special skills and talents on our behalf.

Board members have the following responsibilities:

1. Attend meetings
2. Participate on one or more committees or in an ad hoc manner as requested by the Board chair, President/CEO or Development Director.
3. Be aware of and execute the formal, legal core of board roles and responsibilities.
4. Support the organization financially at an appropriate level.
5. Fulfill commitments within agreed-upon deadlines.
6. Provide candid, open and honest feedback and evaluation when appropriate.
7. Take initiative relative to informing staff about opportunities for funding or program development.
8. Identify individuals in the community for volunteer participation or funding support.
9. Provide sensitivity and support to staff persons and other Board members as they perform their duties.
10. Exercise loyalty towards the Green River Foundation and confidentiality regarding its internal affairs as discussed at Board meetings.

In support of Board members, staff will do the following:

1. Attend to details of meetings, etc., and inform board members in a timely manner.
2. Provide adequate preparation for meetings in which Board members must play a leadership role.
3. Provide complete, concise and accurate information as required or requested.
4. Use Board member time judiciously.
5. Meet agreed-upon deadlines with notification if deadlines cannot be met.
6. Provide prompt response to requests for information.
7. Return phone calls promptly.
8. Demonstrate candor and respect in individual and organizational relationships.