

## **Board of Director Job Descriptions**

**Please note:** All board members are required to make an individual donation to the organization beyond their membership fees in an amount that is personally meaningful to the individual board member. Board members are also expected to play a role in overall fundraising on behalf of the organization.



### **At-large Member (Three-year term)**

1. Is a voting member of the Board.
2. Must be an individual member of USGBC-Missouri Gateway Chapter.
3. Regularly attends board meetings and important related meetings.
4. Makes serious commitment to participate actively in committee work.
5. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
6. Stays informed about board matters, prepares for meetings, and reviews and comments on minutes and reports.
7. Gets to know other board members and builds a collegial working relationship that contributes to progress of the organization.
8. Is an active participant in the committee's annual evaluation and planning efforts.
9. Participates in fund raising for the organization.

### **Chair (One-year term)**

1. Is a voting member of the Board.
2. Must be an individual member of USGBC-Missouri Gateway Chapter.
3. Serves as the Chief Volunteer of the organization.
4. Is a partner with the Executive Director in achieving the organization's mission.
5. Provides leadership to the Board of Directors, which sets policy and to which the Executive Director is accountable.
6. Chairs meetings of the Board after developing the agenda.
7. Facilitates Board's role in strategic planning.
8. Facilitates Dynamic Governance Elections for Board when Chair position is not vacant.
9. Serves as ex-officio member of all Board committees and attends meetings when invited or as appropriate.
10. Discusses with the Executive Director issues confronting the organization.
11. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
12. Monitors financial planning and financial reports of organization.
13. Plays a leading role in fund raising activities.
14. Participates in the formal evaluation of Executive Director's performance.
15. Ensures the regular evaluation of the organization's performance toward achieving its mission.
16. Performs other responsibilities assigned by the Board.

### **Chair Elect (One-year term)**

1. Is a voting member of the Board.
2. Must be an individual member of USGBC-Missouri Gateway Chapter.
3. Performs Chair responsibilities when the Chair cannot be available.
4. Works closely with the Chair and staff throughout the term
5. Works closely with the Chair to develop and implement leadership transition plans for Board.
6. Performs other responsibilities as assigned by the Board.
7. Participates in fund raising for the organization.

### **Past Chair (One-year term)**

1. Is a voting member of the Board.
2. Must be an individual member of USGBC-Missouri Gateway Chapter.
3. Performs Chair responsibilities when Chair or Vice Chair cannot be available.
4. Works closely with the Chair, Vice Chair, and staff throughout the term
5. Works closely with the Chair and Vice Chair to develop and implement leadership transition plans.
6. Performs other responsibilities as assigned by the Board.
7. Participates in fund raising for the organization.

**Secretary (Two-year term)**

1. Is a voting member of the Board.
2. Must be an individual member of USGBC-Missouri Gateway Chapter.
3. Maintains records of the Board and ensures effective management of organizations records
4. Manages minutes of Board meetings
5. Ensures minutes are distributed to members shortly after each meeting
6. Is sufficiently familiar with organization's legal documents (articles of incorporation, bylaws, IRS letters, etc.) to note applicability during meetings.
7. Maintains organization's legal document as noted above in #6.
8. Participates in fund raising for the organization.

**Treasurer (Two-year term)**

1. Is a voting member of the Board.
2. Must be an individual member of USGBC-Missouri Gateway Chapter.
3. Oversees management of the finances of the organization on behalf of the Board.
4. Recommends financial policies to the Board.
5. Provides annual budget for Board's approval.
6. Provides and interprets regular financial reports to the Board.
7. Participates in Finance Committee.
8. Participates in fund raising for the organization.

**Advisor (Three-year term)**

1. Is appointed by the Board.
2. Is a voting member of the Board.
3. Must become an individual member of USGBC-Missouri Gateway Chapter if not already a member.
4. Regularly attends board meetings and important related meetings.
5. Makes serious commitment to participate actively in committee work.
6. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
7. Stays informed about committee matters, prepares for meetings, and reviews and comments on minutes and reports.
8. Gets to know other committee members and builds a collegial working relationship that contributes to progress of the organization.
9. Is an active participant in the committee's annual evaluation and planning efforts.
10. Participates in fund raising for the organization.

**Executive Director (Staff Position)**

1. Is appointed by the Board in collaboration with the Missouri Botanical Garden EarthWays Center.
2. Is a non-voting member of the Board.
3. Serves as the chief staff executive of the Chapter.
4. Is responsible for managing staff of the Chapter.
5. Is responsible for aligning Chapter activities with the Chapter's Strategic Plan.
6. Safeguards and implements appropriately the Chapters initiatives and organizational objectives.
7. Reports to the Chapter Board of Directors and has supervisory responsibility for the active management of the affairs of the local Chapter.
8. Responsible for the day-to-day implementation of Chapter programs, events and initiatives, and oversees budgetary and financial planning matters.
9. Attends Board meetings and important related meetings.
10. Stays informed about Board matters, prepares for meetings, and reviews and comments on minutes and reports.
11. Gets to know other committee members and builds a collegial working relationship that contributes to progress of the organization.
12. Is an active participant in the committee's annual evaluation and planning efforts.