

Southwest Corridor Park Conservancy

Board Roles and Responsibilities

Board Term: 2 years with an option to continue.

Time requirement: Approximately 5-10 hours per month.

Meetings: 6 – 8 Board meetings per year plus committee/event participation throughout the year.

Overarching Board responsibilities:

1. To be prepared for meetings by reviewing materials and information provided in advance. If you are unable to attend a meeting, to notify the responsible person and arrange for participating in the plans that develop out of the meeting.
2. Board members are expected to attend 90% of scheduled board meetings. Those members who do not attend 90% of board meetings may be requested to resign by the board.
3. Timely follow-up of assigned actions from board meetings.
4. To support fundraising and other event efforts through one of the following: paid attendance, committee participation, or recruitment of attendees.
5. To provide advice, counsel and other support to the organization by offering resources within relevant areas of your personal expertise.
6. To maintain the confidentiality of all board meetings and ensuing discussions.
7. To respect other members and conduct business of the Conservancy within appropriate parameters.

Clerk

Principal Duties:

- Works with the President to determine the meeting schedules and meeting agendas. Schedules each meeting and distributes agenda.
- Takes the minutes at each meeting and distributes to the Board.
- Maintains legal documents on behalf of the Conservancy.
- Follows-up with Board members on assigned actions.
- As appropriate, participates on committees.