

## Prospective Board Member Job Description

### Ancient Oaks Foundation

*To assist you in understanding the responsibilities of board membership on the Ancient Oaks Foundation, we have compiled the following list of both your duties and the Foundations responsibilities to our board members. You will be paired with an current director as part of your orientation to the Board.*

#### **Your responsibilities:**

Attendance at 8 board meetings per year. Meetings are monthly. If unable to attend, be available for telephone or email consultation. (2 hours each meeting plus prep time)

Serve on at least one standing committee (Collaborative Projects, Education, Fundraising/Finance, Marketing , Membership, – see descriptions below )

Assist in developing a 5 year strategic plan and, when complete, facilitate the carrying out of that plan. ( approx. 8 hours one weekend day for SP retreat, plus prep time)

Assist with at least 3 educational events each year (2 hours each event)

Make an annual personal financial contribution to the Ancient Oaks Foundation. This may be given as a onetime donation or installments during the course of the year.

Active participation on one or more fundraising events per year. This may include individual or special event solicitation or direct appeals such as Trivia Night (5 hours per event, plus prep time)

Legal, fiscal and moral responsibility, along with my fellow board members, for the wellbeing of the Ancient Oaks Foundation.

Be familiar with the AOF budget and take an active part in the budget planning process.

Be familiar with the AOF's by laws.

Know and approve all policies and programs and oversee their implementation.

Take responsibility for making decisions on organizational issues and board matters.

Interpret the AOF's work and values to the community, represent the organization and serve as a spokesperson.

#### **As an AOF Board member, I understand that the organization will be responsible to me in the following ways:**

I will be sent financial reports and an update of the Ancient Oaks Foundations organizational activities so that I am well informed and able to make prudent decisions about the direction and goals of the AOF.

Opportunities will be provided to me to discuss with the Board President the organizations programs, policies, mission and goals as appropriate.

The AOF will provide opportunities for my professional development

Board members will work in good faith with me towards achievement of our goals.

The organization will carry directors and officer's liability insurance.

### **Standing Committees:**

**Fundraising/Finance:** Research, identify and contact prospective individual and corporate donors while creating a strong fundraising message that appeals to potential donors. Assist in organizing fundraising campaigns and evaluates their success. Assists in training fellow Board members in fundraising strategies. Assists Treasurer , as needed, in developing a yearly budget and annual report.

**Marketing and Membership:** Assists in planning, development and implementation of the AOF's marketing strategies, marketing communications, and public relations activities. Oversees development and implementation of support materials. Works closely with Fundraising committee in identifying potential individual and corporate donors

**Collaborative Projects:** Serves as a liason with the Village, contractors and residents in identifying and prioritizing habitat restoration projects. Assists in acquiring estimates for these projects. Presents these projects to the AOF Board for discussion/vote. Identifies volunteer assistance for these projects.

**Education:** Works with AOF education coordinator in identifying education programs that enhance the mission and goals of the AOF. Works with the LZ Parks and Recreation Department, Ela Library and other entities to present these programs. Assist the AOF Education coordinator with programs.

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