



**RIVEREDGE NATURE CENTER, INC.
POSITION DESCRIPTION**

TITLE: Director of Board

GOAL: The Board of Directors of Riveredge Nature Center is ultimately responsible for the Center's mission, oversight, stewardship of resources, and community outreach. The duties of the Board, as well as individual Directors, are each linked to one of these major areas of responsibility.

Organizational Oversight

1. Approve and monitor annual strategic plan with goals and outcomes.
2. Hire the Executive Director and review his/her performance and total compensation package annually.
3. Approve and monitor organizational policies.
4. Approve and monitor the annual budget.
5. Ensure that the organization abides by all applicable state and federal regulations.

Board Leadership

1. Attend Board meetings and review all written materials received prior to Board meetings. It is expected that board directors miss no more than two (2) meetings per fiscal year.
2. Serve actively on at least one Board committee.
3. Participate in programs for donors/members.
4. Volunteer individual talents and skills as needed.
5. Avoid and/or disclose any potential conflict of interest.
6. Respect the confidentiality of Board meetings and any proprietary information given to the Board.

Philanthropy

1. Make a financial contribution to Riveredge, preferably one of your top three areas of contribution.
2. Identify potential individual and corporate member/donors.
3. Contribute to our development efforts in ways other than your personal financial commitment.
4. Use your affiliations with professional and/or service organizations to promote Riveredge.
5. Participate in special events (i.e. Farm to Table annual gala) designed to identify and cultivate member/donors.

Community Outreach

1. Promote the organization's vision and values to the community and appropriate constituent groups.
2. Identify, cultivate and recruit individuals for membership in the organization, on the Board of Directors and its committees.
3. Bring community perspectives to the Board.

Term of Board Membership: 3 years with a 3-term maximum.

Board Meetings 6 meetings per year, 2 retreats per year, and Annual Meeting