

# Greentrike Board Members' Job Description

The Greentrike Board of Directors is legally and ethically accountable for the health, effectiveness, and sustainability of the organization. The Board ensures that the organization achieves its mission in an ethical, transparent, accountable, and prudent manner.

The Board's job is governance, the ongoing process of due diligence whereby the Board operates as a collective to ensure corporate health and effectiveness. Specifically, the Board is accountable for the functions described below.

The Board works in partnership with its Executive Director (ED). The Executive Director provides the leadership, support and timely information, enabling the Board to carry out its governance responsibility.

**Board Functions/Scope of Authority:** All of these functions are accomplished as a group – at Board and committee meetings – through review of information, strategic questioning, conversation, and decision-making. These functions fall into three categories of governance: **Strategic, Fiduciary, and Generative to ensure Board Effectiveness.**

## Strategic Governance

- Articulate values and mission, and set value and mission driven standards, controls, and policies.
- Define and monitor key areas of performance compared with short- and long-range strategy and plans, assess results, and ensure that steps are taken for continuous quality improvement in alignment with the organization's mission and values.
- Ensure that the organization is relevant and responsive to the community through processes that monitor the external environment and define vision, direction, and strategy.
- Recruit, develop, and support Greentrike's ED, determining performance standards, evaluating performance on an annual basis, and reviewing and approving goals.

## Fiduciary Governance

- Ensure that the financial structure is adequate for current priorities, long-range strategy, and sustainability.
- Active engagement in the fundraising and resource development necessary to sustain and fulfill Greentrike's mission by building a base of financial support from the community. This happens by identifying, cultivating, and stewarding potential donors.
- Set financial goals and steward the assets of Greentrike to ensure the financial viability of the organization and meet the organization's mission and values."
- Ensure financial sustainability through prudent fiduciary oversight of operations, reserves, and capitalization.

- Ensure legal compliance and financial oversight through the establishment of policies and procedures that govern Greentrike’s operations so that the organization remains accountable to donors and the greater community and to safeguard the organization’s tax-exempt status.

## Generative Governance

- Regularly assess organizational health and effectiveness and the changing marketplace environment in light of the organization’s mission and values.
- Active engagement in working with management to set an advocacy agenda and provide support to accomplish advocacy goals by sharing the organization’s mission, values and services.
- Act as Greentrike ambassadors, helping increase the visibility and impact of the organization in the community and introducing the organization to potential donors, community stakeholders, and issues.

## Board Effectiveness

- The Board holds itself accountable for governing with excellence. This self-discipline applies to meeting attendance, preparation for meetings, adherence to policies, by-laws and Board resolutions, respect for assigned roles and continuity of governance capability.
- Each Board Member is expected to make Greentrike a personal philanthropic priority
- Board members are required to annually complete the Conflict of Interest statement and the “Give, Get, Play” commitment in a timely manner.
- Board members support Greentrike’s annual fundraising events through their attendance and by inviting supporters to attend.
- Ensure that adequate risk management is in place for safety and security, ED succession, Board officer and Board member succession.
- Define criteria for Board membership, ensure proper recruitment of candidates, elect members and officers, and ensure proper orientation and development of Board members.
- Define and enforce parameters of the Board’s work, including its committees and task forces, and the role and performance of the individual Board member. Assess the Board’s overall effectiveness and seek continuous improvement.