



Draft Board of Directors Roles and Responsibilities

Position Title: Public At-Large Directors and Alternates

Length of Term: Two years

Reports To: Entire Board of Directors

The board of directors is legally and ethically responsible for all activities of the organization. To that end it:

1. Determines how the organization will carry out its mission through long and short-range planning
2. Adopts an annual budget and provides fiscal oversight
3. Recruits, orients, and develops Public At-Large board members
4. Hires and evaluates the performance of the executive director
5. Evaluates its performance and overall performance of the organization in achieving the mission
6. Establishes policies for the effective management of the organization
7. Board members represent the interests of their agencies or, in the case of public at-large members, their constituent groups (i.e., business, environmental or recreation communities) in fulfilling the mission of the Natural Communities Coalition (NCC) and the purposes of the NCCP/HCP of the Central and Coastal Subregion of Orange County

Responsibilities:

- Understand and promote the organization's mission
- Effectively serve as a two way communication conduit for the constituent group represented and NCC
- Serve as a catalysts for collaboration and support between NCC and the constituent group represented
- Be familiar with the organization's programs, policies, and operations
- Attend board meetings and appropriate committee meetings
- Actively serve on at least one committee and offer to take on special assignments
- Review agenda and supporting documents prior to meetings
- Participate in special events
- Strictly adhere to conflict of interest policies
- Strictly adhere to confidentiality policies

Time Demands (approximate):

- Attend and actively participate in at least 75% of board meetings (four quarterly board meetings, approximately 2 hours in length, on the third Thursday of March, June, September and December)
- Attend and actively participate in committee meetings and related work (average: 1-3 hours every other month or as determined by the committee)
- Attend special events such as fieldtrips and public outreach efforts
- Attend new board member orientation (approx. 1-2 hours)