



Grand Prairie Friends
Job Description
Board Member

Grand Prairie Friends (GPF) is a not-for-profit conservation organization and land trust incorporated in the State of Illinois. Its primary mission is to preserve and restore natural areas in east-central Illinois and to promote an understanding and appreciation of natural resources. It is led by an executive director and an all-volunteer board of directors consisting of between nine and twelve members, including the officers.

The board of directors of GPF has five overarching functions: to establish the governing principles of GPF, to establish its strategic direction, to oversee its finances, to raise funds in support of its mission, and to communicate to its donors and the public at large its success in meeting its mission. In fulfilling these functions, GPF follows the principles set out in the documents *Illinois Nonprofit Principles and Best Practices 2020* and the *Land Trust Alliance Standards & Practices*. A board member's term of office is three years; board members may serve up to four consecutive terms (twelve years total). The board elects its officers (president, vice president, treasurer, secretary) annually.

Each member of the board of directors is individually responsible to ensure that the functions of the board are carried out. Specifically, the duties of a board member include the following:

1. Become familiar with GPF, including its mission, its bylaws, and the lands it protects, and participate actively in its governance, such as helping to develop and implement a strategic plan, governance policies, and long-range plans.
2. Review the finances of GPF, its programs and its performance, and protect the assets of the organization.
3. Serve on standing or ad hoc committees of the board as appropriate.
4. Participate actively in fundraising activities and other events sponsored by the GPF, such as the annual meeting, open houses, etc.
5. Help communicate to the public the role of GPF in furthering its goals.
6. Donate to GPF in an amount appropriate to your personal circumstances. Board contributions to GPF will be reported to the public in aggregate.
7. Attend all meetings of the board as well as meetings of the board committees or subcommittees on which you have agreed to serve. You should notify the Executive Director whenever you are not able to attend a scheduled board meeting.
8. Be respectful of the ideas and opinions held or expressed by other members of the board or members of the public with whom you may interact.
9. Adhere to the highest standards of ethical behavior and uphold fundamental values such as honesty, integrity, fairness, and trust. Keep in mind the benefits to the public of the organization's actions.
10. Inform the president of GPF if your circumstances change to such an extent that you can no longer devote the time and effort required to be an active member of the board.
11. Help recruit future Board members.

Board Member Agreement Addendum to Job Description

In its turn, this organization is responsible to me in a number of ways:

- To inform me fully about the responsibilities, time commitment, and scope of organization before I accept the position of board member.
- To send me, without request, financial reports (usually monthly but not less than quarterly) that allow me to meet the prudent person section of the law.
- To have fellow board members respond in a straightforward and thorough fashion to any questions I have that I feel necessary to carry out my fiscal, legal, and moral responsibilities to this organization or to discuss programs and policies, goals and objectives as appropriate.
- To have opportunities for orientation and board member training.
- To be assigned jobs that are worthwhile and challenging with freedom to use my existing skills or develop new ones and likewise, to be able to decline an assignment if it is felt that the match of skills and interests is not appropriate.
- To be trusted with confidential information that will help each board member carry out assignments and responsibilities.
- To be recognized at appropriate times for my work and involvement as a board member.

Board Member Signature

Date

President

Date



Grand Prairie Friends
Officer Job Description:

President

Approved: 24 August 2020

From the bylaws of Grand Prairie Friends:

The president shall ordinarily be chair for meetings of the membership, the Board of Directors, and the executive committee, except in certain circumstances set out in Article III, Section 4 and Article VI, Section 3. The president is an *ex-officio* member of all committees. The president shall see that all committees function well, and that all committee chairs are filled and approved by the Board.

In order to fulfill the duties of president as set out in the bylaws and other duties required of an officer and board member, the president shall:

1. carry out all the general duties of a board member.
2. call and chair regular and special meetings of the board and of the executive committee as needed.
3. work with the Executive Director to set the agenda for each meeting.
4. provide a president's report of activities at each meeting of the board.
5. convene general meetings of the membership and represent Grand Prairie Friends (GPF) at such meetings.
6. help organize and coordinate GPF fundraising efforts.
7. meet with each board member annually to discuss the board member's role on the board, financial contribution for the year, and ideas that further the goals of GPF
8. coordinate with the Executive Director to represent GPF to other organizations and the public.
9. serve as the point of contact for any individuals, including GPF staff, or organizations who have concerns about the activities of GPF or of individuals associated with GPF.
10. review job descriptions for new staff positions.
11. review the written evaluations of GPF staff prepared by the Executive Director.
12. arrange for and lead the annual evaluation of the Executive Director.
13. help familiarize the vice president in the operations of GPF, including copying the vice president on relevant correspondence.

Approved day/month/year



Grand Prairie Friends
Officer Job Description:

Vice President

Approved: 24 August 2020

From the bylaws of Grand Prairie Friends:

The vice-president shall act for the president in his or her absence or refusal to act, and shall perform such duties as may be assigned by the president

In order to fulfill the duties of vice president as set out in the bylaws and other duties required of an officer and board member, the vice president shall:

1. carry out all the general duties of a board member.
2. learn about Grand Prairie Friends so that he/she can carry out the duties of president if that becomes necessary.
3. carry out such tasks as may be assigned by the president.

Approved day/month/year



Grand Prairie Friends
Officer Job Description:

Secretary

Approved: 24 August 2020

From the bylaws of Grand Prairie Friends:

The secretary shall take minutes at all official meetings and provide, in advance of the next meeting, written copies of these minutes for approval at that meeting, shall see that permanent records are kept, and that official correspondence is carried out, as directed by the Board.

In order to fulfill the duties of secretary as set out in the bylaws and other duties required of an officer and board member, the secretary shall:

1. carry out all the general duties of a board member.
2. take minutes or arrange for minutes to be taken at all official meetings of the board and provide copies of these minutes in advance of the next board meeting.
3. see that permanent board records are kept.
4. conduct correspondence as directed by the board.

Approved day/month/year



Grand Prairie Friends
Officer Job Description:

Treasurer

Approved: 24 August 2020

From the bylaws of Grand Prairie Friends:

The treasurer is the financial officer of Grand Prairie Friends. As such, the treasurer shall keep the official financial records of the organization, pay or arrange to pay all bills, receive all funds and see that these are kept in proper banking facilities as approved by the Board. The treasurer and other signatories may be bonded, if required by the Board. The treasurer shall report monthly to the Board and annually to the membership at the annual meeting. The treasurer shall follow the regulations set out in the documents *Grand Prairie Friends Fiscal Policy*, *Grand Prairie Friends Fiscal Procedures*, and *Grand Prairie Friends Investment Policy* in all matters having to do with the finances of Grand Prairie Friends.

In order to fulfill the duties of treasurer as set out in the bylaws and other duties required of an officer and board member, the treasurer shall:

1. carry out all the general duties of a board member.
2. keep the official financial records of the organization, pay or arrange to pay all bills, receive all funds and see that these are kept in proper banking facilities as approved by the board.
3. report on the financial condition of GPF monthly to the board and annually to the membership at the annual meeting.
4. follow the regulations set out in board-approved fiscal policy and procedure documents in all matters having to do with the finances of Grand Prairie Friends.
5. chair the Finance Committee, including calling meetings of the Finance Committee and ensuring that the committee performs its oversight duties of the finances of GPF.
6. work with the Executive Director and the Finance Committee to develop financial plans and prepare the annual budget for GPF.
7. assist with or prepare as appropriate audits of GPF's financial situation and tax and other financial forms. See that annual tax and other forms are filed with appropriate agencies.

Approved day/month/year