

Friends of Cabin John Creek

Board of Directors Responsibilities

The FoCJC Board of Directors carries out the following responsibilities:

1. The Board sets the FoCJC's mission and goals.
2. The Board provides adequate resources to fulfill FoCJC's mission. Every board member contributes to FoCJC and introduces FoCJC to potential funders and donors. The Board works with the FoCJC staff to raise the funds needed.
3. The Board is accountable to FoCJC's donors, members, and the public. The Board approves the FoCJC budget, and ensures the proper financial controls.
4. The Board determines which programs are most consistent with FoCJC's mission and monitors the effectiveness of those programs.
5. The Board represents FoCJC's mission to the community, members, the media, and the general public. The Board articulates the mission and accomplishments of FoCJC and garners support from influential members of the community.
6. The Board ensures adherence to legal standards and ethical norms. The Board ensures that FoCJC carries out its programs consistent with its articles of incorporation, by-laws, and 501[c](3) status.
7. The Board recruits new FoCJC Board members, provides an orientation for new members, and assesses the performance of the board and the directors.

Board members of non-profit organizations such as FoCJC accept certain standards of conduct and attention in carrying out the responsibilities of Board membership when they accept appointment to the Board. These include the following:

1. Board members accept "the duty of care that an ordinarily prudent person would exercise in a like position and under similar circumstances." Each Board member exercises reasonable care when s/he makes a decision as a steward of FoCJC.
2. No information obtained through FoCJC Board service may be used for personal gain. Should a board member have a conflict of interest, or the appearance of a conflict of interest, regarding an issue, the board member will recuse her/himself from the discussion and decision of the issue.
3. Board members should not act in ways inconsistent with FoCJC's central goals, and the public can therefor trust that the funds entrusted by it to FoCJC will support the mission and programs that FoCJC has put forth publicly.

Within the broad duties outlined above, each Board member of FoCJC has the following responsibilities:

1. Board members make every effort to attend all Board and committee meetings and functions, and contribute their leadership to the Board through these meetings and events. Board members come prepared, and will inform the Board president or secretary if they must be absent from a board meeting.
2. Each Board member is informed about FoCJC and can represent its mission and programs.
3. Each Board member makes a personal financial contribution to FoCJC, consistent with his/her financial capacity, and helps attract other donors to FoCJC.
4. Each Board member suggests to the Board possible nominees who could make a significant contribution through their Board service.
5. Each Board member carries out her/his fiduciary responsibility, including reviewing the annual financial statements and risk management policies of FoCJC.

FoCJC's board meets every other month, September through June, as established at the Annual Member Meeting. The Annual Member Meeting is held in January, in conjunction with the annual EcoMovie event.

OFFICERS

President

The President shall be the principal executive officer of FoCJC and shall, subject to the direction of the Board, supervise and control all of the business and affairs of FoCJC. The President shall preside at all meetings of the general membership and of the Board.

The President shall serve as the Chair for all meetings. Responsibilities include determining the agenda of meetings in consultation with the Secretary and other board members, calling meetings to order, keeping to the agenda, maintaining decorum, and keeping time.

Vice President (of Outreach?)

The Vice President, in the absence of the President or in the event of the President's inability or refusal to act, shall perform the duties of the President, and, when so acting, shall have all the powers of and be subject to all the restrictions of the President. The Vice President shall perform such other duties as from time to time may be assigned to her/him by the President or by the Board.

Treasurer

The Treasurer shall, subject to the direction and control of the Board, have general

charge of the financial affairs of FoCJC and shall keep full and accurate books of account in accordance with standard business practices. The Treasurer shall maintain custody of all funds, securities, and valuable documents of Friends, except as the Board may otherwise provide.

The Treasurer shall attend all board meetings and provide a report at these meetings to include all recent financial activity of FoCJC. The Treasurer shall render a report of the financial affairs of FoCJC at each **General Meeting of the general membership**; oversee the preparation of the annual budget and such other duties, as the Board shall determine. The Treasurer shall have such other powers and duties as are usually incident to her/his office and as may be vested in her/him by the by-laws or from time to time designated by the Board.

Secretary

The Secretary shall provide such notices of meetings of the general membership and Board as is required by the by-laws and shall keep a record of all the meetings. The Secretary will take the minutes of the regular and special meetings and record the attendance of all meetings. The Secretary shall have such other powers and duties as are usually incident to the office and as may be vested in her/him by these By-laws or by the Board. In the absence of the Secretary from any meeting, a temporary secretary designated by the person presiding over the meeting shall perform the duties of the Secretary.